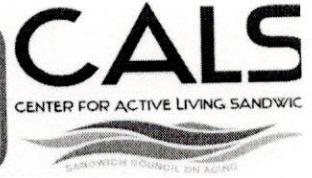




SANDWICH COUNCIL ON AGING
BOARD OF DIRECTORS MEETING MINUTES



Date: March 23, 2021

Time: 9:00 a.m.

Facilitator: Patricia Collins, Chair

TOWN CLERK
TOWN OF SANDWICH

APR 27 2021

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The meeting was called to order at 9:10 a.m. via teleconferencing due to continuation of the Corona Virus quarantine.

In Attendance

Members: Mary Jo French, Vice Chair, John Vibberts, Karen Cotter, Dawn Black, and Susan Marancik, Senior and Community Services Director

Absent: Charlotte Kreutzer, Jack Lee, Judy Hendy, Ellen Swain

Guests: Bobby George, Board of Selectmen; Reggie Peters, FSCOA; Christina Coffey

Approval of Minutes

The minutes of the March 2, 2021 meeting were read. Motion to approve by John Vibberts and seconded by Mary Jo French and, with the correction of the date for the minutes to be voted on, were approved unanimously.

Director's Report

Director Susan Marancik reported that staff focus remains on COVID vaccinations.

Standing Committee Reports

- A. By Laws: Chair Pat Collins apologized to the members for not having the finalized By-Laws distributed for a vote today. This delay will require an interim board meeting for the revised By-Laws to be included in the May 2021 Town Warrant. Once the board approves, Taylor White will help draft the necessary Warrant article for submission to the Board of Selectmen and their vote.
- B. Nominating: Pat Collins again asked that a board member step up to take on the role of Secretary with no members coming forward. Christina Coffey's nomination was approved by the Board of Selectmen at their March 18, 2021 meeting. Pat Collins will follow-up with another resident who previously expressed interest through the Town's Talent Bank website.

FSCOA

Reggie Peters was unable to report due to technical problems. On March 9, Pat Collins met with Mary-Ellen Steeves, Reggie Peters, Marian McLoughlin, and Jan Teehan to bring the Friends up to date on our building project and fundraising needs. The Friends currently have \$15,930 in their building fund account. This represents donations received where the donor specified the building fund. They will take a vote to transfer these funds to the COA building account.

Old Business /Building Project

1. All board members must complete the Ethics filing and submit required paperwork by April 1, 2021.
2. Pat Collins reached out to the Local Comprehensive Plan Steering Committee and has been invited to present at their June meeting. Date and time to be determined. Susan Marancik emphasized that the County Aging Grant, established in 2018, must be included in the LCP.
3. The CALS building project has moved from design phase to construction phase. The Town has received the Notice to Proceed and Building Permit. Contract period ends July 26, 2022 at which time all work should be completed.
4. CALS Marketing Plan update: Pat Collins has communicated with Taylor White and the Town's IT department who are helping to identify the colors and fonts on the town seal so that we can use them in development of the CALS logo. The IT department offered assistance in digitalizing the final product for use in our marketing materials. Dawn Black proposed a 5k as a potential source of donations and the members concurred that was a good idea. Another meeting with the Friends will be planned to discuss that and Dawn has offered to attend when that occurs.
5. Stop & Shop fundraisers have raised \$72 in donations to the COA. Our participation ends on March 31.

New Business

1. John Vibberts initiated conversation as to when in person meetings are likely to restart. It was generally agreed that we would have to take this month by month due to current COVID surges in Sandwich and Cape-wide.

Next Board Meeting

April 27, 2021 at 9:00 a.m. via Zoom.

Adjourn

Motion to adjourn at 9:50 a.m. was made by John Vibberts and seconded by Dawn Black and was approved unanimously.

Respectfully submitted,
Patricia Collins, Chair

