

BERKLEY COUNCIL ON AGING
MINUTES OF MEETING
October 5, 2023

Board Present: Margaret Moroff, Arlene Medeiros, Kathee Strozyk, & Carol Buote

- I. **Call to Order** - Margaret Moroff called the meeting to order at 9:30 in the hearing room. Margaret Moroff stated the meeting is not being videotaped. Arlene Medeiros said that they are looking for people and there is no experience necessary. The pay is \$40 per meeting plus \$10 if you edit. Carol Buote said it is interesting work.
- II. **Acceptance of Prior Minutes** – Carol Buote motioned to accept the minutes from September 7, 2023. Arlene Medeiros seconded the motion and the board voted in favor.
- III. **FY 2024 Budget** – Krista Celia presented an amended budget report from August 2023. The Town Budget remained the same at \$31,035. The Formula Grant remained the same at \$14,258.86. Under Program Donations “Other Categories” was added to the report for further clarification. The items called out in other categories were the Christmas Tree Workshop, Ward 5, and Tech Talks. The balance of that account with other categories is \$7,716.12. Krista Celia stated that the General COA Donations on the initial August report had an incorrect balance of \$4,199.36. Krista Celia explained that she had tallied the \$50 Happy Hearts donation twice resulting in an incorrect balance. The corrected balance of the account is \$4,149.36.
- IV. **FY 2024 Budget** - Krista Celia presented the financial report as of September 28, 2023
 1. Town Budget Balance: \$27,105.70
 2. Formula Grant: \$14,258.86
 3. Program Donations: \$8,264.92
 4. General Donations: \$4,149.36Nancy Thompson asked how much the Town contributes to the budget. Krista Celia said the town gives \$36,115. Carol Buote said the library also only gets a small budget. Margaret Moroff said she would be asking for more money in the next budget. Carol Buote suggested explaining in detail why it is needed. Carol Buote motioned to accept the budget report the motion was seconded, and the board voted in favor.
- V. **Events** –
 1. Ceramics - Margaret Moroff announced the upcoming ceramics class scheduled for October 11th Krista Celia said that there are still spots available for the Christmas Tree Workshop on November 14th. Krista said 5 people have signed up so far and that she spoke with Dale Pagano and Dale had agreed to still run the workshop. Krista Celia went on to say that Dale Pagano was going to drop off example ceramic trees to have on display.
 2. Painting with Amy - Margaret Moroff announced that the upcoming workshop with Amy would be a Fall Painting and it would take place Thursday, October 19th from 3:00 – 5:00.
 3. Blood Pressure Clinic – Margaret Moroff stated that the blood pressure clinic will be 10/25/23. Margaret Moroff said that the blood pressure clinic is at the same time as brown bag pickup. Margaret went on to say that brown bag is open to anyone who wants a bag. Margaret Moroff said that Grab N Go is running a little different. Krista Celia explained that there is a new form that all participants needed to fill out. There are no income requirements. Krista Celia said that Bristol Elders asks for a list of who picks up their meal after pickup.
 4. Refuse to be a Victim – Krista Celia said the Refuse to be a Victim workshop is scheduled. It will be a 2-part series. Part one will be Monday, November 27th from 2:30 – 4:00 and part two will

be the following Monday, December 4th from 2:30 – 4:00. Krista Celia said there is an inexpensive optional book that the instructor Kerri Ann would like to have available to purchase. Margaret Moroff said yes to an optional book. Carol Buote said she did not see a problem with an optional book either. The board agreed to allow the instructor to sell an optional book. Nancy Thompson asked if there would be a fee for the class. Margaret Moroff said it would be free with a donation.

5. Tech talks with Kevin -Margaret Moroff talked about the Teck Talk program and the office hour on October 10th. Krista Celia said that Kevin Garganta would be interested in presenting another workshop next summer. She said that he would be looking to charge a fee this time, but it would be at a discount. Krista Celia said that Kevin Garganta had requested a letter of recommendation. Krista explained that Kevin had been approached by other senior centers and was looking to present his technology series to other seniors. Carol Buote said that a lot of people ask at the library for tech help. Margaret Moroff asked Krista Celia if she was comfortable writing the letter to which she replied yes.
6. Holiday Lunch – Margaret Moroff said that the Holiday Party was scheduled with the school for December 9th at 12:00. The board discussed allowing out of town guests. It was decided that out of town guests would pay a \$20 fee. Margaret Moroff said the Friends gift cards would be for Berkley residents only. Kathee Strozyk said that it was nice the way everyone was able to talk at the Ward 5 Lunch. Nancy Thompson said to verify if the fee from the caterer includes delivery. Kathee Strozyk said that we could play Christmas Music. Margaret Moroff said that there would be coffee. Margaret Moroff brought up delivering a meal to shut ins. Nancy Thompson said she brought a Ward 5 meal to someone who could not make the Ward 5. Margaret Moroff said maybe we can make a list of shut ins. Arlene Medeiros said that maybe we could ask the friends if they know of any. Krista Celia said she could check the church meal delivery list.
7. Bristol Elders Lunch and Learn – Margaret Moroff said Bristol Elders would have a Free Lunch Workshop on November 1st.
8. VR Workshop - Margaret Moroff said the virtual reality workshop is an eagle scout project. Carol Buote said that her son Richard is giving a workshop for teens at the library and for seniors at the COA. Carol Buote said that for the senior event the participants would be seated. Carol explained that with a VR headset you feel like you are in a different world, and you can go to different places. Krista Celia asked if the headsets would be available to use at the library after the event. Carol Buote said they would but to use at the library not to check out. Kathee Strozyk suggested that the VR be output to a TV. Margaret Moroff suggested Richard Buote come into the center when Keven Garganta is in to answer any questions about hooking up to our system. Kathee Strozyk asked when the library is having the VR workshop. Carol Buote answered in October before the COA workshop. Carol Buote said Richard would run the event, but he will have help.
9. Holiday Card Class – Margaret Moroff said that Lestin, the Bodies in Motion instructor, would be having a Holiday Card Workshop November 16th. Krista Celia said there would be new sign-up sheets out in the center next week.
10. District Attorney Tom Quinn – Margaret Moroff said that the District Attorney will be visiting the center to talk about scams on January 25th at 11:00. Arlene Medeiros asked if it would be followed by lunch. Krista Celia said last year DeAvilas catered the lunch. Margaret Moroff suggested serving sandwiches and salad like was served at a recent friend's lunch. Nancy Thompson suggested asking the Friends to pay for the lunch. Arlene Medeiros suggested sending a postcard reminder of the event.

11. New Programs – Margaret Moroff asked Kathee Strozyk if she had heard back about her application to Bristol Elders. Kathee Strozyk said she did have an interview but had not heard anything since then.

Krista Celia brought up the Cultural Council Grant suggestions. Arlene Medeiros said she would abstain from voting on the Cultural Council suggestions. Margaret Moroff said she would prioritize the musical program by Fran Heart. Kathee Strozyk asked what the Cultural Council was looking for from the COA. Krista Celia answered that we need to fill out a host agreement. Carol Buote said some people are pushy to get a host agreement. Kathee Strozyk asked why do they come to us? Arlene Medeiros answered because we have the space for their program. Krista Celia said the board agreed to sponsor the Hip Hop event at a previous meeting. The board choose to move forward with a 70s musical program and the hip hop event.

Margaret Moroff asked about an update on the flu clinic. Krista Celia said that she looked into it. Krista said she learned that the COA would have to order the number of doses in advance of the clinic. Any doses not used the COA would have to purchase. Kathee Strozyk motioned to cancel the flu clinic, Carol Buote seconded the motion and the board all voted to cancel the clinic.

- VI. Margaret Moroff said that the Council on Aging received a public records request. Carol Buote said there have been a lot of those around lately. Margaret Moroff said records requests should go through the Town Clerk. Krista Celia said she reviewed the request and sent it to the accountant to provide financial records.
- VII. Friends Report – Margaret Moroff said the friends were not at the meeting but both her and Arlene Medeiros are part of the Friends group. Margaret Moroff announced that the Friends had their elections and Roberta Poli was elected President and Kathy Medeiros was elected Vice President.
- VIII. Public Input- Arlene Medeiros explained that as a member of the Cultural Council every year there is a panel book. It has all the grant applications. Last year it was 200 pages and the cultural council board members each need a book. Arlene Medeiros asked if the COA would allow the Cultural Council to print their books on our copier. The COA would invoice the Cultural Council for the copies. Carol Buote motioned to allow the Cultural Council to print at 1 cent per page. Kathee Strozyk seconded the motion. Arlene Medeiros abstained. The board voted to allow the printing of the books and the COA would invoice the Cultural Council 1 cent per copy.
- IX. **Notice of the Next Meeting** – November 2nd in the activity room at 9:30
- X. Adjourn – Arlene Medeiros motioned to adjourn the meeting, the motion was seconded, and all voted in favor.