

BERKLEY COUNCIL ON AGING  
Minutes of Meeting  
**June 14, 2021**

An emergency meeting of the Council on Aging was held in the Activity Room on Monday, June 14, 2021 at 10:15a.m. The meeting was duly posted.

Board members present: Chairwoman Margaret Moroff, Nancy Thompson, Wendy Cochrane and Arlene Medeiros.

Staff present: Amanda Blais, Director.

Public present: There were no members of the public present.

**I. Call to Order at 10:15a.m.**

Margaret Moroff called the meeting to order at 10:19a.m.

**II. Emergency Meeting Discussion**

The Director provided copies of the FY22 COA budget to the Board for review. Motion to approve final budget was made by Wendy Cochrane and seconded by Arlene Medeiros. The motion passed unanimously.

Wendy Cochrane informed the Board she had submitted a letter to the Director requesting to not be reappointed to the COA Board due to time restraints unless the time and day of meetings could be changed. The Board agreed to move meetings to the first Friday of the month starting at 9am.

The Board discussed the reorganization of Board members. Nancy Thompson volunteered to become Vice-Chair of the COA Board. Wendy Cochrane and Arlene Medeiros expressed contentment with being members. Motion to appoint Margaret Moroff as COA Board Chair and Nancy Thompson as Vice-Chair was made by Arlene Medeiros and seconded by Wendy Cochrane. The motion passed unanimously.

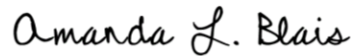
Unforeseen items by the Chair for discussion included the following:

- Ceramics – The Director spoke with Pagano Creations and have confirmed a date to return on Thursday, July 29<sup>th</sup> from 11am to 1pm. Pagano Creations continues to charge \$20.00 per person and must have a minimum of 10 participants. The Director consulted with the Board to determine the fees for this activity. Margaret Moroff stated to charge Berkley seniors \$10.00 and non-resident seniors \$20.00. The Board also agreed to offer a lottery where one senior will be randomly chosen to not have to pay for the class.
- Instructor rates – The Director informed the Board the chair yoga instructor had increased her rate from \$50.00 to \$75.00 per class. The Board stated all instructors are paid \$60 per class; if the instructor for chair yoga receives a rate increase, all instructors have to be paid the same. The Board agreed the current budget cannot accommodate rate increases. Arlene Medeiros stated the chair yoga instructor should be paid the \$75.00 for the class taught on June 2, 2021, however the instructor would only be paid \$60.00 for future classes. The Board agreed. The Director will contact the chair yoga instructor regarding the rate.
- Regarding the COA budget, Wendy Cochrane stated she would like to see a request submitted to the Finance Committee to increase the COA Other Charges and Expense account for the November 2021 meeting.

### **III. Adjournment**

There being no other business before the Board, Wendy Cochrane made a motion to adjourn and was seconded by Nancy Thompson. The motion passed unanimously. Meeting adjourned at 10:41a.m. The next scheduled meeting will be Friday, July 2, 2021 at 9:00a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Amanda L. Blais". The script is cursive and fluid.

Amanda L. Blais  
COA Director