

**Salem Council on Aging**  
**Annual Meeting Minutes**  
**Salem Council on Aging**  
**Wednesday, October 19<sup>th</sup>, 2015, 6:00 p.m.**

The Annual Meeting of the Salem Council on Aging held Wednesday, October 19<sup>th</sup>, 2015, 6:00 p.m., at the Senior Center, 5 Broad Street, Salem, Massachusetts. The meeting will be called to order by Chairperson Lynda Coffill.

**ROLL CALL**

**Board of Directors Present:** Lynda Coffill (LCf, Chairperson), Alice Williams (AW, Treasurer), John Russell, (JR), Elaine Milo, (EM, City Councilor advocate to the COA), Julie Carver (JC, Secretary), Abigail Butt, (AB), Donna Clifford (DC), Anthony “Tony” Schettino (TS)

**Absent:** Elaine Heredeen (EH, Vice Chair)

**Also Present:** Karen Partanen, (KP, Direct of Parks and Recreation), Eileen Milo, (EM, City Councilor advocate to the COA), Sharon Kearney, (Secretary of Minutes).

**I. CALL TO ORDER**

The meeting called to order by Chairperson Lynda Coffill, (LCf).  
Open the annual meeting Wednesday, October 19<sup>th</sup>, 2015, 6:00p.m.

**II. Chairperson, Lynda Coffill Comments**

**Nomination and Election of Officers**

1. Election of Officers – Three people standing for re-election  
Elaine Heredeen - Vice Chair,  
Julie Carver – Secretary  
Alice Williams – Treasurer  
Floor opened for nominations.  
Hearing none nominations.  
Secretary cast 1 vote for the slate.  
Julie Carver voted for the slate.  
Motion to close nominations - John Russell and Alice Williams  
Vote unanimous, all in favor of the slate. None opposed.

**2. Recap accomplishments of past year**

- 1) Reviewed some policies –
  - a) Reviewed, revised and approved the Standards of Behavior policy
  - b) Reviewed, revised and approved the Transportation policy.  
Still have activity fees and vendor memorandum of understanding to develop.
- 2) Clarity and meaning of the Community Life Center – this goal has been accomplished.
- 3) Spruce up the current COA building – which has been accomplished – Great job!
- 4) Participation in the design and advocate for the new Community Life Center.
- 5) Needs assessment which needs to be started.

**Question** from AB: Was that the needs assessment done by Jewish Children and Family Organization, (JC&FO)?

**Response:** No, the needs assessment the COA was going to do with Abby Butt.

**Response** from Abby Butts - that was completed, Abby worked with the,(JC&FO), organization.

**Question:** Were the results of the assessment sent out to the board?

**Response:** No, there were a couple of events. It was good in terms of addressing the livable community model. It wasn't just seniors. They did target certain groups of the senior populations. It wasn't all surveys. There were meetings, (focus groups), and some were notes and seeing what topics came up. This wrapped up in the summer. It started in the winter. It became clear that the organization did not want to do all senior center assessment. It was one page, not very descriptive. Abby encourage them to put some things on the survey - demographic information and if the participants were living in senior housing but the JC&FO was not searching for in depth information on seniors. Per Abby, the report was board but not deep.

**Conclusion:** We need to look at that report.

**LCf:** Did we leave anything out from last year?

### **III. Report of the Director Karen Partanen Direct of Parks and Recreation**

1. Department status and outlook for the year is looking forward and in the right direction. Everyone is looking forward to the new Community Life Center. The programs have come a long way from last year to this year. Reorganization of the department has been helpful. There is more focus. The program manager came on board then the COA Director left. There is good rapport with the North Shore Elder Services. The staff's moral is up. The outlook is positive and team driven. We are offering more for the seniors. There are more rides than in the past about 200 to 300 more rides a month, same people more rides. More people are recognizing the COA. The COA is mentioned in the monthly newsletter that covers both Park and Recreation and COA Seniors.

**LCf:** Any comments? Any questions? Any concerns?

**Response:** None

### **IV. Visitor Comments:** No visitors present.

### **V. Vote to Adjourn:**

**LCf:** Motion to adjourn the annual meeting.

**AW:** Makes a motion to adjourn the annual meeting.

All in favor to adjourn and none apposed.

JR & DC: Second the motion to adjourn.

Meeting adjourn at 6:07pm

*Minutes respectfully submitted by Sharon Kearney*