



TOWN OF TEWKSBURY
COUNCIL ON AGING/SENIOR CENTER
175 CHANDLER STREET
TEWKSBURY, MASSACHUSETTS 01876

FRONT DESK (978)640-4480
FAX (978) 640-4483

MARILYN, LYNN MURPHY, CHAIR
VIRGINA, (GINNY) DESMOND, VICE CHAIR

JAN CONOLE, DIRECTOR
JCONOLE@TEWKSBURY-MA.GOV

Meeting Minutes
August 16, 2022

Marilyn (Lynn) Murphy, Chair, opened COA Board Meeting in the Senior Center, Meeting Room. Meeting began at 2:04p.m. with board members present: Joanne Aldrich, Donna Bell, Sandy Creamer, Virginia Desmond, Michael McDermott, Lynn Murphy, Kathy Walsh, Tracy Skahan

Others Present: Jan Conole

Members Absent: Arthur Costa, Joan Unger, Arlene Wright

Welcome/Introductions:

Lynn Murphy, Chair, welcomed everyone and Michael McDermott to the August meeting. We all introduced ourselves to Michael McDermott. Lynn Murphy asked if everyone had time to read the minutes, and if there were any questions or concerns regarding the meeting minutes of July 19, 2022, with hearing none she moved on to the approval of the minutes of July 19, 2022.

Approval of Meeting Minutes: July 19, 2022

MOTION TO ACCEPT THE MINUTES

A motion was made to accept the minutes from July 19, 2022, Meeting Minutes by Kathy Walsh and seconded by Joanne Aldrich. The motion to accept carried.

Financials:

Jan Conole reviewed the financials for both June and July. She went through the budget and operating expenses for the two months. Virginia Desmond asked about a donation noted on the reports and Jan Conole indicated that it is donations received over a time period. Jan Conole indicated that we are on track; haven't spent much yet this fiscal year.

MOTION TO ACCEPT THE FINANCIALS FOR JUNE: A motion was made to accept the Financials for June by Donna Bell and seconded by Virginia Desmond. The motion carried.

MOTION TO ACCEPT THE FINANCIALS FOR JULY: A motion was made to accept the Financials for July by Joanne Aldrich and seconded by Michael McDermott. The motion carried.

Announcements:

Jan Conole reviewed the calendar. Consignment Shop intake will move to the 12th because of the holiday. We discussed volunteers for this month's (August) Dance/Lunch. Lynn Murphy asked how the virtual tours were going and Jan Conole indicated that they are going very well; Diane does a great job with these events.

Director's Report- COA Board Meeting

Jan Conole went over her director's report.

1. Building Updates

- a. Everything is running smoothly now.
- b. The stove has shipped, and the vendor will contact us for delivery once they receive it.

2. Events/Outreach

- a. We received Farmer's Market Coupons last week and Christina is in the process of getting those out to individuals who can benefit from them. The Community Market continues to be offered every Monday and the individuals taking advantage of this program have been commenting on the freshness of the vegetables.
- b. The August 9th Isles of Shoals trip was so popular it ended up with two busloads of people for the trip. It was scheduled for a Tuesday, so we were fortunate that the high school allowed us to utilize their parking lot for the cars and the trip went off without a hitch. The trip Diane has organized for the Turkey train is also very popular and we are looking forward to that as well as a Kinky Boots, November trip and a Paul Anka tribute luncheon on December 8th as well as a trip the White Mountain Resort in December.
- c. The Board of Health will be having a flu clinic here at the senior center on 9/27. More details to follow once they are set up to take appointments. Once that clinic is over, we can continue to offer more flu and COVID clinics in the future.
- d. Our monthly DJ dance is scheduled for 8/29/22. We are having the traveling chef again. Everyone loved it the last time and we are grateful to have this partnership with AgeSpan to provide a great meal at a manageable cost.
- e. The virtual tour for August is a trip to South Africa. The date is August 24th at 10AM. I am sure there will be tasty treats to sample for the tour.
- f. Code 1 Barbecue from Woburn is coming in to offer a Pop-Up Barbecue for lunch on August 30th. There are two choices for lunch and individuals sign up at the senior center. This is a Bingo Day so hopefully everyone will have a delicious lunch option for that day.
- g. The telemedia department has been video taping activities and last week they came, and videotaped shuffleboard. They interviewed Cheryle who has been the volunteer that has really driven this activity and will be playing it on the local cable channel. We are also posting it on our facebook page. This is a great opportunity for us to showcase what we offer at the Senior Center.
- h. We will have another BC student intern starting on September 12th. Christina will be supervising her for the school year, and we are hoping for another successful year with many programs to be rolled out for Outreach.

- i. The Village Inn has sent in the paperwork for the one-day liquor license for our Murder Mystery dinner. They will also be catering the dinner which will be fish and chicken. To date we have sold about 63 tickets. This promises to be a great event. We are working on having a Jazz Band as well after the Murder Mystery company finishes their show. Doors open at 4PM and the event will run from 4 to 8.
- j. One of the van drivers has been out on medical leave and will return after Labor Day. As a result, I have had Josh attend the Passenger assist training at the LRTA and he has been filling in when necessary. Christina also has been filling in when necessary.

3. Finances

- a. The budget is running on course.

4. General Updates

- a. The agenda for the next meeting will be due to the Town Clerk's office by Friday September 16, 2022 at 2:00pm. If you have any agenda items, you would like to discuss please let Lynn know by Thursday September 15, 2022 so we can post by 8/16/22. The next meeting will be September 23, 2022.

Old Business:

None

New business:

We discussed what to do for September's meeting since a few folks will be unavailable for the meeting.

MOTION TO POSTPONE SEPTEMBER'S MEETING:

A motion to postpone September's was made by Virginia Desmond and seconded by _ Donna Bell. The motion carried.

Virginia Desmond will meet with Jan Conole to put together the Agenda for September and Tracy Skahan can post if necessary.

Final Comments:

Sandy Creamer asked if there is going to be a dance at night. There is one September 16th and Jan Conole will update the calendar.

MOTION TO ADJOURN: A motion to adjourn was made by Joanne Aldrich and seconded by Sandy Creamer. The motion carried.

The meeting adjourned at 2:40pm.

Documents Discussed and/or Presented

July 19, 2022 COA Board Meeting Minutes

Approved: Tuesday, August 16, 2022