**Sturbridge Council on Aging Board**

 **Meeting Minutes**

 **Tuesday, April 11, 2023**

**I. Call to Order:**

Chairperson, Rebecca Mimeault called the meeting to order at 10: 00 a.m.

**II.Roll Call:**

**Present:**

Rebecca Mimeault, Chairperson

Annette Roberts, Vice Chairperson

Diane Clark

Ken White

Ann White

**Absent:**

Mary Lawless, Secretary

Debbie Steinberg

Margaret Darling

**Staff:**

Leslie Wong, COA Director

**Guests: Friends of Senior Center**

Ken Benson

Nancy Fors

Jim Vasil

**III. Approval of the March 14, 2023 Meeting Minutes:**

  **Motion** to approve minutes as recorded:

 1st: K.W., 2nd: D.C.

 **Vote**: 5-0-0

**IV. New Business**

1. **Correspondence/Secretary:**
* None
1. **Director’s Report**:

Due to having the Friends Board in attendance to discuss the calendar fund raising initiative, the Directors Report and New location Update was postponed till next meeting. LW did state that we would not be participating in Walk Mass Challenge this year due to all the work required to support the renovated Senior Center.

1. **General Business** – RM informed committee that elections for COA Board are to be nominated in May – be thinking about if you would like to hold a position. We will need to nominate and vote on a Chair, Vice Chair and Secretary. Also, be thinking about new members for the Board as we have three openings. Reminder to COA to complete their Conflict training as the timeline for completion is the end of April.
2. **Senior Center Building Committee Update**:
* RM – Asked if their was feedback from the Building Update that was given by Charlie Blanchard, Chair of the Building Committee, at the Senior Center on April 4. Team gave good feed back and thought it was very informative.

**V. Discussion**:

 Photo Shoots Update:

* RM updated the Friends Board on the progress to date on the fund raising calendar that was approved by both the COA and Friends Board in July 2022. A few more photos need to be taken and the plan is to have them completed by mid June 2023.
* AR contacted Miles Press and they quoted $5.25 per calendar (printing 250) which would be a standard size colored 14 month calendar, with a stapled binder, and punched hole for hanging on high quality paper.
* KB The cost estimate that was received in July 2022 from Kerrin Graphics (who prints items for the Town) was reviewed. Given that the price Ken Benson received was based on printing 100 calendars vs 250 calenders, he is going to contact Kerrin Graphics on Wednesday April 12th and ask them for their best price to complete the job. That way the Friends would have 2 estimates whith the same scope.
* The Friends agreed to fund this project and come up with a plan on who and how to sell the calendars. This is important since the COA cannot be involved in the financial aspect of this initiative.
* The Friends will bring their plan to the next COA meeting which is held on May 11, 2023 at 10:00 at the Sr. Center.
* The calendar needs to be sent to the printer by the end of July; this requires the funding to be in place by then as well.
* Mid August will be the proof – which would allow it to be ready to sell in September.

**ACTION ITEMS: (please let me know if I am missing anything)**

* **Ken to obtain pricing and paper sample**
	+ - **from Kerrin Graphics April 12th**
* **(Ken or Annette) Notify printer End of April**
* **COA finish taking pictures for calendar Mid June**
* **Friends Distribution Plan Discuss at May COA Mtg**
* **COA Finalize the pictures for calendar End of June**
* **? Send pictures to printer End of July**
* **Calendars proof Mid-August**
* **Final Calendars printed End-August**
* **Friends start selling calendars Sept/October**

**VI. Old Business – None**

**VII. Schedule Next Board Meeting**:

 Tuesday, May 9, 2023 at 10:00 a.m.

 **VIII. Motion to Adjourn: 1s**t: Ken White, 2nd: Diane Clark

 VOTE: :5-0-0

**IX. Adjourn: 11:30 a.m.**