

MINUTES OF COA MEETING OCTOBER 20, 2022

The COA Meeting was held on October 20, 2022 @ 2:00 pm. Those in Attendance were: Ralph Gleason, Eila Bell, Evelyn Loring, Janice Hawley, Dede Loring, Linda Lewis, Elsie DeVoti, Diane Dyer, Fred Olszewski, and Jane Bernasconi.

Minutes from the August 22, 2022 meeting were read and accepted as written.

Ralph read a letter from Eila Bell officially resigning from her paid position as Outreach co-ordinator as of October 18, 2022. Eila was hired as the first Outreach co-ordinator for the Otis COA and set up the parameters of this position and will transition these duties to her successor as soon as one is found.

A letter of resignation from Ralph Gleason was read as director of the Otis COA, effective October 22, 2022 citing health reasons and the need for more personal free time. Ralph will remain active within the COA w/regard to the financial status of the Otis Food Pantry which is maintained separately within the COA checking account

Gratitude and praise for Ralph's and Eila's COA work from those attending was acknowledged.

Fred Olszewski and Evelyn Loring are stepping aside to create vacancies for new members to replace them on the COA board.

Ralph reviewed aspects of the COA board requirements regarding the director to head a board of five. With the above resignations, three slots needed to be filled.

--- A motion was made and accepted to have Eila Bell join the board as well as become chairwoman of the Otis COA;

--- A motion was also made to vote Elsie De Voti and Janice Hawley as board member to join Diane Dyer, and Jane Bernasconi to complete the COA board. There was unanimous acceptance.

Ralph also reviewed the annual State grant monies as well as the Town of Otis to the Otis COA

Ralph will continue the Brown Bag Program in its present format..

There was a discussion for the need to find someone to take over the position of determining monthly trips. Elsie DeVoti and Diane Dyer volunteered to research and choose trips. They will bring their findings before the council for a final vote. Jane Gleason will continue to complete State bookwork and submit to the Town Treasurer for COA reimbursement.

Evelyn Loring agreed to be recording secretary and take minutes at future meetings. Chairwoman Bell will run the meeting. A motion was made and accepted.

There was a discussion for someone to be appointed to set the monthly COA agenda, post the agenda, take and transcribe minutes.... No decision was made. Ralph will help Diane Dyer and Eila Bell agreed to work together on creating computer calendar posters, etc.

Dede Loring agreed to be correspondence secretary and continue sending cards and COA information to Outreach clientele. Discussion ensued on the procedure of stamp procurement.

No decision was made of who will oversee appointments for the Hairdresser and Foot Nurse.

Jane Bernasconi will continue as Treasurer with Ralph's input and help regarding the Otis Food Pantry. Ralph reviewed the check-signing procedure and parameters of this position.

Evelyn Loring and Elsie DeVoti agreed to be Pot Luck directors to coordinate set-up and clean-up for the COA's monthly pot luck lunches.

There was a discussion for a need to find a new coordinator for the Outreach Program as well as a discussion on requirements for this position.

A discussion ensued on the possibility of a SHINE director in Otis, perhaps by summer. In the meantime, Chairwoman Eila Bell recommended people work with the SHINE director at the Becket Town Hall.

Chairwoman Bell requested anyone on the board who may know of any Otis shut-ins who are in need of Thanksgiving and Christmas dinners to please inform her of such.

There was also a reminder to everyone of the Veteran's Pancake Breakfast on November 13, 2022 at the Elementary School from 8-11 am.

Diane Dyer mentioned she would like to start a Walking Program for the Seniors and will advise in the future.

There was a motion to adjourn the meeting @ 3:15pm. The motion was unanimously accepted.