

**City of Chicopee
Council of Aging
October 12, 2021**

Members Present: S. Tawrel, S. Gelinas, C. Gemme, K. Rousseau, M. Rider, S. Michalik, K. LaBreck, L. Houle

Staff: S. Manyak

Excused H. Lenhart

I. Call to order

- The meeting was called to order at 4:45pm. There was no request to record the meeting.

II. Public input

- There was no public input

III. Review of minutes

- Minutes were reviewed from September 14, 2021, L. LaBreck should have been included as excused. Minutes were accepted as amended.

IV. Business Reports

A. Executive Director's Report

- The members must go to sign the book in the city clerk's office to finalize their reappointment
- S. Manyak was contacted by the DPH about a potential COVID contact. Exercise participants all wear masks and are six feet apart. All participants have been notified of potential exposure. No one has reported any issues.
- There are some large group activities are coming up on the agenda. There will be stadium seating and there will not be any food during the event but will be offered "to go".
- Currently there are between 110 – 115 participants each day at the center.
- The Deck the Trees holiday fundraiser will be held again this year. The COA will have a tree that is included in the display.

- There was a meeting with S. Chapdelaine regarding policies or procedures. Routine maintenance is to be managed by RiverMills. Originally all maintenance departments are under S. Chapdelaine. Sherry has no authority over the maintenance staff in the building, but she is now required to instruct the staff regarding their role.
 - S. Chapdelaine reports to L. Clarke.

C. Café

- The Café is open and thriving. It is anticipated that once the café will fully open that there will be a strong positive response.

D. Fiscal Reports

- Reports for September were distributed to the group. The group reviewed the data and had no question. Actual amounts have been updated based on the current fiscal year.
- The transportation coordinator role had funding transferred over from another line. Currently there is only a part time person in the role and the other person is out on leave. Funds for the other role has been exhausted because of coverage for the leave. As a result, there will be short staffing through December. There is a person volunteering to help cover phone calls.
- A question was raised about the clothing allowance for the transportation clerk. This is part of their contract.

E. Friends of the Senior Center

- Minutes from the October 8, 2021 meeting were distributed. Attendance was improved and elections were held for the treasurer and secretary. There still needs to be a president or vice president.
- The Sidewalk Sale and gift shop continues to make a profit.
- S. Michalik met with M. Laflamme regarding the repayment. There is a balance of \$6964.67 on the account that needs payment. The Friends should request documentation that the balance has been paid off.
 - It was recommended that the funding be audited to ensure that the amounts are accurate.
 - Several of the organizations made pledges over a number of years and once all the payments have been received.

F. Holyoke Health Care Clinic

- Booster COVID vaccines will be available on 10/14 and about 25 people have signed up. It is hoped that Moderna boosters will be available soon as well.

- Moving the nurses to downstairs to make them more accessible was revisited so they could be more involved in this type of activity.

G. Florence Bank Customer Community Grants

- Florence Bank gives away significant number of grants to non-profit organizations. They have invited RiverMills to participate this year. People have business with Florence Bank can vote for the organization to get approval.
- They are interested in providing presentations to members of RiverMills in the future.

H. Curbside Meals

- There will be a drive through Thanksgiving and Holiday meal. The Thanksgiving meal is 11/18 and reservations are requested by 11/15. No one will be turned away if the requests are made by the deadline.
 - A new stove was installed in the kitchen.

IV. New Business

- Friends is planning a calendar card fundraiser and continue to send out post card reminders

V. Meeting adjourned at 5:50 pm

- **Next meeting is November 9 at 4:45pm**

Submitted by



Karen S. Rousseau