

## COUNCIL ON AGING MEETING

August 11, 2009

In attendance: Virginia Schneider, John Shay, Al Ouimet, Pat Clark, Rita Vail, Becky Moriarty, Kathy Foster, Brian MacLeod, Ray Crowley

Absent: Karen Leger, Deanna Vermette, Andree Crowley

Pat Clark called the meeting to order at 8:30 AM.

Secretary's report of June 9<sup>th</sup> and June 16<sup>th</sup>, 2009 were accepted.

Treasurer's report was accepted.

Director's report as presented by Becky was accepted.

Pat Clark announced that Bill Olmsted will no longer be heading up the marketing and volunteer subcommittees.

Regarding the Building Rental Policy: It was voted that

- #2 under Rules and Regulations will read: All events will be sponsored by the Hampden Senior Center, Friends of Hampden Seniors or Hampden town residents.
- Include in the Policy a "Kitchen Use" form.
- 2<sup>nd</sup> paragraph under Schedule of Fees will read: An additional security deposit of \$500 will be required in case of damage to the Hampden Senior Center. This check will be required one week prior to the date of the activity and will be returned to the renting organization within two weeks of completion of the event if there is no damage to the facility, materials or equipment noted.
- "D" under Schedule of Fees is deleted in full (along with its corresponding footnote) and in its place is:
  - D. Custodial \$60.00
    - A custodian from the Town of Hampden is required at all events. The custodial fee will provide entry, walk-thru inspections before and after, set-up or break-down tables as necessary, supervision during the event.
- In the Application For Use Of. . . , under Rooms Requested: delete Library, Arts and Crafts Room and Pool Game Room.
- In the Hampden Senior Center Rental Contract, after the line Balance Due: add the line "Security Deposit (7 days prior to event) \$500", AND the second footnote will read "\*\*\*Balance Due is payable in full seven (7) days prior to event, and will be considered non-refundable, see Cancellation Policy."

Further discussion ensued regarding the Cancellation Policy. Although no vote was taken, general consensus was that it needs to be reworked, especially the first paragraph.

Going on, Becky brought up COA representation at the Farmers' Market. It was agreed that the COA would again have a table at the Big H and forego the Farmers' Market.

A complaint has come in that the Health Room is being used as a private office rather than for health clinics, etc. After discussion the Board is satisfied that this room is used for many health screenings and is necessary for the Outreach Worker to have the confidentiality and privacy of this room for her work.

Pat Clark will get to the board members forms to perform a COA self-evaluation and from there, we will set some goals and objectives for ourselves as a board.

Pat gave each board member a "Performance Evaluation for Executive Director" and asked that we return the completed forms to her before the next meeting in September.

Meeting adjourned at 10 AM.

Respectfully submitted,

Rita Vail, Secretary