

**Milford Council on Aging Meeting Minutes**  
**Monday January 9, 2017, 5:30 p.m.**

Call to order: Meeting was called to order at 5:30 p.m. by Lillian Holmes.

1. **Election of Officers:** Janice Jackson asked for nominations for Chairperson. Phil nominated Lillian, Dick seconded the nomination. Lillian nominated Cynthia for Vice-Chair. Phil seconded the nomination. Doreen nominated Terry for Secretary, Cynthia seconded the nomination. Cynthia nominated Doreen for Treasurer. After some discussion, Cynthia withdrew her nomination at this time.

Beverly moved to close the nominations. Phil seconded and the motion passed. Phil made a motion that we have one vote for the slate of nominations and Beverly seconded and the motion passed. We voted on to approve all the nominations for Board officers.

Lillian called for a recess to discuss a matter with Beverly. Meeting was resumed at 5:45pm.

2. **Roll Call:** Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Cynthia DeLuca, Judge Beverly Streit-Kefalas, Richard Dowin, Doreen Fontana, Terry Nolan

Absent: Michael Petrucelli, Shirley Serrano

BOA Liaisons: Bill Bevan

Absent: Ellen Beatty

Staff: Janice Jackson, Amanda Berry, Geri Dichkewich, Mary Allen Heerema, Jim Convery

3. **Agenda:** Lillian entertained a motion to approve the agenda with the addition of 2 New Business items. A motion regarding the office of Treasurer and changing the By-Laws. Phil made the motion and Doreen seconded. The motion prevailed.
4. **Minutes:** Lillian entertained a motion to adopt the December 12th meeting minutes. Doreen made a motion, Phil seconded. The motion prevailed.
5. **Chairman's Report and Correspondence:** Lillian thanked the board for their confidence in electing her as chair. She also thanked the staff for their day to day work and the work they do to prepare materials for the board meetings.

Lillian asked the board members if they would like to keep their positions on the board standing committees. She also noted that we should have an audit committee as per our By-Laws. Lillian asked Doreen to chair the audit committee and Terry and Beverly volunteered to join. Lillian also said we need an Ad Hoc By-Laws committee to review and revise the Board By-Laws. Beverly will chair and Terry, Dick and Shirley will join.

Janice Jackson reported the following correspondence:

- \* Janice received Board of Director re-appointment letters from Mayor Blake.
- \* Received an email from Lillian about the Rev. Martin Luther King, Jr. program.
- \* Received a memo from the Mayor's office about funding cuts that are part of the state's strategy to balance the budget.

6. **Treasurer's Report:** Phil gave the current report. He noted the mini lunch expense was up probably due to the holidays. He noted a few items in the quarterly budget review. Cynthia asked about the donations for the rides the senior center provides to members?. A motion was made to refer the Treasurer's reports to the finance committee by Cynthia. Doreen seconded. The motion prevailed.

7. **Committee Reports:**

- a. Personnel Committee: no meeting, no report.
- b. Finance Committee: no meeting no report.

8. **Old Business:** Purchase of New Vehicle - There was some discussion about the need for a new vehicle for the senior center. Beverly has contacted Devon Rotary and is awaiting a response. We are waiting to hear if Shirley was able to contact Stevens Ford. We will wait on more information and discuss at the next meeting.

There was some discussion about getting a commercial refrigerator for the prep room. It was decided to wait until there was a need for the current refrigerator to be replaced.

9. **Executive Director's Report:** Janice Jackson reviewed her written report furnished to the Board for December.

10. **New Business**

- a. By-Law Changes - Lillian would like the board to consider creating an Assistant Treasurer Officer position and she would like us to add a new status of Director Emeritus, this director could attend meetings but would not have a vote. She would like to refer those amendments to the Ad Hoc committee to discuss and prepare to present to the board. She also asked that the language about check signing be clarified in the By-Laws.
- b. Motion regarding Office of Treasurer - Beverly made a Motion to reopen nominations to fill the Treasurer position. Phil seconded the motion. Discussion: Beverly felt in light of Mike's absence the position should be filled at this time. The board voted and the motion prevailed. Cynthia nominated Doreen for the Treasurer position and Dick seconded the nomination. The Chair closed the nominations. The board voted and the nomination prevailed.

There was discussion about check signing and the duties of the office of Treasurer and who the staff should call when a second signature is needed. It was decided that we will wait until the amendments to the By-Laws are in place before changing the check signors.

The Chair entertained a motion to adjourn. Doreen made the motion and Dick seconded. The motion prevailed.

There being no other business before the Board, the meeting adjourned at 7:02 P.M.

Respectfully submitted,

Terry Nolan, Secretary  
Milford Council on Aging Board of Directors