**Milford Council on Aging Meeting Minutes**

 **Tuesday, November 8, 2021, 5:30 p.m.**

**Call to order:** Meeting was called to order by Lillian at 5:30 p.m. The meeting was conducted through the Zoom platform. Participants connected via computer and telephone.

1. **Roll Call:** Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Mary Beth Stickley, Gloria Lanna, Linda Stephenson

Absent: Shirley Serrano, Benjamin D. Gettinger

Staff: Leonora C. Rodriguez, Executive Director, Phyllis Leggett, Bookkeeper, Amanda Berry, Program Director, Denise Arpino, Transportation Director, Tiara Harris, Aaron’s Program Coordinator Aldermanic Liaisons: Ward Willis,

Connie Gaynor

1. **Approval of Agenda:** Lillian entertained a motion to approve the agenda. Gloria made the motion. Linda seconded the motion, and the motion prevailed.
2. **Minutes**- Lillian entertained a motion to adopt the October 12th minutes. Phil made the motion to accept the minutes and Linda seconded the motion. The motion prevailed. Corrections to typos were noted and will be edited by Mary Beth and resubmitted.
3. **Chairman’s Report and Correspondence:** Lillian reported that there was nothing new to report at this time. Correspondence included a thank you note sent by Denise Despres, thanking Leonora for assistance and meeting with her on short notice.
4. **Treasurer’s Report:** Gloria read the report. Linda questioned why there is so much money in the accounts and how is the money being used. Leonora stated that we’re investing the money to build a “nest egg”. Phil noted the contraction of payroll and grants added to the surplus and that having the extra funds would be helpful in unforeseen trying times. Hearing no further questions or comments, Lillian requested a motion to refer the report to the Finance Committee. Linda made the motion and Phil seconded. The motion prevailed.
5. **Committee Reports:**
	1. Finance: A meeting was held on November 1st, to discuss the PRI budget grant, which would be forwarded to the Mayor’s office and other City departments for review. The Center is basically requesting the same as last year’s grant, there is nothing actionable for the Board. The Board will receive a copy of the budget request for informational purpose only.
	2. Personnel: No meeting/ no report
6. **Old Business:**
	1. Billiards room update- Movement, set-up and leveling of the tables has been completed ($2,400,00). Vinyl flooring was installed last week.

Phil commended Leonora for skill in completing the project and praised her for all her work.

1. **Executive Director’s Report:** Leonora Rodriguez reviewed her submitted written report highlighting most prominent areas. There will be a “Meet and Greet” on November 15th. Lillian asked about how transporting members within a 15-mile radius to doctor’s appointments was going and Denise Arpino responded that utilization was slow. Lillian asked Amanda about how the process for updating “out of town” members and waitlist was progressing. Amanda noted that phone calls were being made and the waitlisted number will decrease.
2. **New Business:**
	1. 2022 Holidays- Phil proposed taking Mondays for “Sunday” holidays.
3. **Executive Session**: Non-Resident Membership Response C&D letter

Phil made the motion, seconded by Gloria to move into Executive Session at 6:00 p.m. The motion prevailed. At 6:22 p.m., after discussing non-resident membership response C&D letter, Gloria made the motion, seconded by Phil to move out of Executive Session. The motion prevailed.

1. **Adjournment-** Mary Beth made the motion to adjourn the meeting, seconded by Linda, was unanimously approved. Lillian adjourned the meeting at 6:22pm.

Respectfully submitted,

 Mary Beth Stickley, Secretary, Milford Council on Aging Board of Directors