

Milford Council on Aging Meeting Minutes Tuesday January 16, 2018, 12:00 p.m.

Call to order: Meeting was called to order at 12:10 p.m. by Lillian Holmes.

1. **Roll Call:** Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Gloria Lanna, Cynthia DeLuca, Terry Nolan.

Absent: Judge Beverly Streit-Kefalas, Shirley Serrano, Doreen Fontana, Dick Dowin

BOA Liaisons: not available

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

2. **Election of Officers:** Janice asked for nominations for Chairperson. Phil nominated Lillian, Cynthia seconded the nomination. Lillian nominated Cynthia for Vice-Chair. Gloria seconded the nomination. Phil nominated Doreen for Treasurer, Cynthia seconded. Phil nominated Gloria for Asst. Treasurer, Lillian seconded. Lillian nominated Terry for Secretary, Cynthia seconded the nomination.

Janice as acting Secretary for the January meeting cast her vote for the slate of nominations for Board officers. The nominations were approved.

Standing Committees: Lillian asked for volunteers for the Board's standing committees:

Personnel Committee - Cynthia (Chair), Terry, Dick and Beverly (with her approval)

Finance Committee - Phil (Chair), Gloria, Doreen, Shirley

Audit Committee - Gloria (Chair), Terry, Phil, Beverly (with her approval)

3. **Agenda:** Lillian entertained a motion to approve the agenda. Phil made the motion and Cynthia seconded. The motion prevailed.
4. **Minutes:** Lillian entertained a motion to adopt the December 11th meeting minutes. Gloria made a motion, Phil seconded. The board voted and the motion prevailed.
5. **Chairmans Report and Correspondence:** Lillian thanked the board for their confidence in her in appointing her Board Chair. She thanked everyone for serving and thanked the staff for their hard work.

Janice Jackson reported the following correspondence:

* Donation from the Oyster Festival Committee for \$250.00 to the Food Bank

* Flyers from the presentation by Representative Kim Rose and Dr. Beverly Kidder regarding changes to the Medicare Savings Program.

6. **Treasurers Report:** Phil gave the reports for December. Phil asked about the donation from a member's estate for the new vehicle. Janice said they were still waiting to hear. Cynthia asked about the interest rate we are receiving from the bank. Phil explained why the Board chose to do short term CDARS. A motion was made to refer the Treasurers reports to the finance committee by Phil. Cynthia seconded. The motion prevailed.
7. **Committee Reports:**
 - a. Finance Committee: no meeting, no report
 - b. Personnel Committee: no meeting, no report.
8. **Old Business:** None
9. **Executive Directors Report:** Janice Jackson reviewed her written report furnished to the Board for December. Janice reported that the 2014 bus just needed lettering done. She also noted that they had an issue when registering the vehicle. The DMV would not accept our tax exempt letter so they ended up paying sales tax. She said they were working to correct the issue. There was also some discussion of the search for a new bookkeeper. Janice said they are still looking but might have a possible candidate.
10. **New Business:** Terry asked about the computer backup. Phil checked with the company and everything is up and running. Terry asked about getting the other board officers set up to sign checks. Mary Allen said she would get the paperwork and notify us.

The Chair entertained a motion to adjourn. Phil made the motion, Terry seconded, the motion prevailed.

There being no other business before the Board, the meeting adjourned at 12:58 P.M.

Respectfully submitted,

Terry Nolan, Secretary
Milford Council on Aging
Board of Directors