

Milford Council on Aging Meeting Minutes
Tuesday February 13, 2018, 5:30 p.m.

Call to order: Meeting was called to order at 5:34 p.m. by Lillian Holmes.

1. **Roll Call:** Board Members Present: Lillian Holmes, Shirley Serrano, Doreen Fontana, Dick Dowin, and Terry Nolan.

Absent: Dr. Philip Caporusso, Gloria Lanna, Judge Beverly Streit-Kefalas, Cynthia DeLuca

Aldermanic Liaisons: not available

Staff: Janice Jackson, Amanda Berry, Elle Gilbertson, Phyllis Leggett, and Jim Convery.

2. **Agenda:** Lillian entertained a motion to approve the agenda. Shirley made the motion and Doreen seconded. The motion prevailed.
3. **Minutes:** Lillian entertained a motion to adopt the January 16th meeting minutes. Terry made a motion, Dick seconded. The board voted and the motion prevailed.
4. **Chairman's Report and Correspondence:**
Janice Jackson reported the following correspondence:

Thank you note from a veteran who had received a knitted scarf from the Senior Center's knitting group.

- Letter from the Communication Advocacy Network regarding their services
- Flyer from TEAM about the VITA program.
- Janice let us know about a memo she found specifying who can sign checks.
- Janice and Amanda shared a study that a nursing student did at the Senior Center about exercise. It was recently published in two Journals.
- Amanda shared that one of our members, Hedwige Kuepper who teaches Qigong was featured in a video on the Omega Institute website.

5. **Treasurers Report:** Doreen gave the reports for January. A motion was made to refer the Treasurers reports to the Finance Committee by Shirley. Doreen seconded. The motion prevailed.
6. **Committee Reports:**
 - a. Finance Committee: no meeting, no report
 - b. Personnel Committee: no meeting, no report.
7. **Old Business:** None
8. **Executive Directors Report:** Janice Jackson reviewed her written report furnished to the Board for January. Janice and Amanda went into more detail about the computer issues they were having. There was some discussion on the issues and what should be dealt with first. They would also like to start using one company to help when computer problems arise. It was decided that they would call Andrew Kieran at Sextant BTS to see if he could fix the problems that needed immediate attention. And also see if he would be willing to do an assessment of the computers we have and make recommendations for improvements going forward.
9. **New Business:** Terry asked about the issue with the brakes on the recently purchased bus. Jim explained what had happened and said the repairs to the brakes were being made.

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

There being no other business before the Board, the meeting adjourned at 6:15 p.m.

Respectfully submitted,

Terry Nolan, Secretary
Milford Council on Aging
Board of Directors