

Milford Council on Aging Meeting Minutes
Tuesday November 12, 2019, 5:30 p.m.

Call to order: Meeting was called to order at 5:35pm by Lillian Holmes.

1. **Roll Call:** Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Shirley Serrano, Dick Dowin, Terry Nolan.

Absent: Cynthia DeLuca, Doreen Fontana, Gloria Lanna

Staff: Leonora Rodriguez, Amanda Berry, Phyllis Legget, Jim Convery

2. **Agenda:** Lillian entertained a motion to approve the agenda with one change, moving item #9a to item #3. Shirley made the motion and Phil seconded. Phil asked that an item #10 be added for an Executive Session. The motion prevailed.
3. **New Business:** Presentation of Audit by Michael Solakian, CPA - Michael presented the June 30th 2019 report to the board. He noted that overall the audit was positive. He noted no deficiencies or weaknesses in controls this year. He noted that there was not a lot of change in assets or expenditures this year. Phil asked about our investments and liquidity. Michael noted that most non-profits are in similar conservative types of investments. Lillian asked a few questions on the notes to the financial statements. He commended the staff for their assistance in the audit.
4. **Minutes:** Lillian entertained a motion to adopt the October 15th meeting minutes. Shirley made a motion, Phil seconded. Lillian noted one spelling mistake. The board voted and the motion prevailed.

5. **Chairman's Report and Correspondence:**

Lillian noted that we are in our second month with our new Executive Director.

Leonora Rodriguez reported correspondence received including:

* New debit/credit card from Milford Bank. Lillian noted that the debit cards should reflect the title of the position that is being given a card.

* Leonora shared letters that the Center is sending to local businesses asking for gift cards or gift certificates for giveaways and raffles.

6. **Treasurers Report:** Phil gave the report for October. Phil noted that the amount in our operating account is high and that a portion of that could be moved to a CDAR. A motion was made to refer the Treasurer's report to the finance committee by Shirley. Phil seconded. The motion prevailed.

7. **Committee Reports:**

- a. Finance Committee: Phil reported on the committee's meeting about the budget for next year. Phil said the staff were clarifying a few details and the board will vote on the budget at the December meeting. Phil asked if the bottom lines numbers had been submitted to the Mayor's office. Leonora said they had and she had discussed the budget with the Mayor. Leonora also discussed other center improvements that she would like to see and would be submitting to the city for review.
 - b. Personnel Committee: no meeting, no report.
8. **Old Business:** Strategic Planning Committee - Leonora said she would be sending out an email to setup a meeting.
9. **Executive Directors Report:** Leonora Rodriguez reviewed her written report furnished to the Board for October. There was discussion about some of the items in Leonora's report. Leonora mentioned that they are producing a few videos to show center activities.

10. New Business

- a. Giving Tuesday - Leonora described what Giving Tuesday is and how the center will participate. She explained the different ways people can donate.
- b. Staff and Board Christmas Party - Leonora asked the board about having a holiday party for the staff and board. She felt it would be nice to have a get together outside of the center to show appreciation to the staff and board. She had done some research to get prices from various venues. There was some discussion about the party and venues. Phil made a motion to approve a holiday party in appreciation of the staff and board for a cost not to exceed \$2,000 at a venue to be determined by the staff. Dick seconded the motion. The board voted and the motion prevails.

The Chair entertained a motion to enter executive session at 6:55 pm to discuss a personnel issue. Phil made the motion and Shirley seconded it. The motion prevailed.

Shirley made a motion to come out of executive session at 7:26pm having discussed the personnel issue. Phil seconded the motion and the motion prevailed.

Lillian asked who should be on the assessment committee. Lillian, Terry, Phil and Shirley volunteered. The initial meeting will be Thurs. 11/14 at 12pm.

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

There being no other business before the Board, the meeting adjourned at 7:30 P.M.

Respectfully submitted

Terry Nolan, Secretary, Milford Council on Aging Board of Directors