

Milford Council on Aging Meeting Minutes
Monday November 13, 2017, 5:30 p.m.

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

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

BOA Liaisons: Bill Bevan

Staff: Janice Jackson, Geri Dichkewich, Mary Allen Heerema, Elle Gilbertson, Jim Convery

Speakers: Michael Solakian CPA, Michael Albacherli, H.D.Segur

- 2. Agenda:** Lillian entertained a motion to approve the agenda with one change, moving 9a & b to #3. Shirley made the motion and Doreen seconded. The motion prevailed.

3. New Business:

- a. Presentation of Audit - Michael Solakian, CPA presented the center's audit for the year ending June 30th, 2017. He said there were no deficiencies to report. He reported on income and expenses for the year and noted we have approximately 3 months of savings. He reviewed some changes coming in the future that may affect our accounting. He also recommended speaking with the board alone in case there were any questions.
- b. Presentation of Liability Insurance - Michael Albacherli of HD Segur reviewed our current coverage. He noted we have a Crime bond that has been in place for several years that provides coverage of \$60,000. He explained that we are not covered for cyber-crime. He recommended increasing the crime bond to \$125,000 and looking into adding cyber-crime to our coverage.

- 4. Minutes:** Lillian entertained a motion to adopt the October 17th meeting minutes. Doreen made a motion, Dick seconded. The motion prevailed.

- 5. Chairman's Report and Correspondence:** Lillian had no report. Janice Jackson reported the following correspondence:

- * Flyer for the Health and Wellness fair.
- * Email about a grad student visiting the Senior Center for her collage program.
- * Information from Milford Housing Authority opening their wait list for senior and disabled housing.

- 6. Treasurers Report:** Doreen gave the reports for October. A motion was made to refer the Treasurers reports to the finance committee by Doreen. Phil seconded. The motion prevailed.

7. Committee Reports:

- a. Finance Committee: Phil reported that the finance committee met to discuss the new budget. Phil recommended that un-budgeted expenses should be highlighted in the monthly reports. There was some discussion about the 2018 budget and projected budget for 2019. Phil moved to accept the finance committee report with the recommendation that un-budgeted items be highlighted in future reports, that the staff research what 2018 budget was actually approved and that the 2019 projected budget be approved. Doreen seconded the motion. The board voted and the motion prevailed.
- b. Personnel Committee: no meeting, no report.

8. Old Business:

By-Laws Committee revisions - Beverly highlighted the changes to the By-Laws that the committee recommended: the addition of a Assistant Treasurer position, change article 7 to require 2 signatures, the Executive Director and a Board Officer or any two Board Officers, on checks of \$250 or more. Checks less than \$250 would require one signature, the Executive Director, Board Chairperson, or Board Treasurer. Also, the addition of an audit committee.

Beverly moved to approve the changes to the By-Laws as recommended by the committee. Phil seconded. There was some discussion of the changes to check signing procedures. It was noted that we need to ensure additional Board officers are setup to sign checks. The board voted on the motion and the motion prevailed. Lillian thanked the committee for their work.

- 9. Executive Directors Report:** Janice Jackson reviewed her written report furnished to the Board for October. Janice asked that the center close on Sunday December 24th for Christmas Eve. Beverly made a motion to close the center on December 24th, Shirley seconded the motion. The motion prevailed.

- 10. New Business:** The Chair entertained a motion to adopt the audit report. Doreen made a motion, Phil seconded, the motion prevailed.

Beverly mentioned that the center hosted a wonderful luncheon for Veteran's Day.

Bill Bevan informed us that this was his last meeting as Board of Alderman liaison.

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

There being no other business before the Board, the meeting adjourned at 7:03 P.M.

Respectfully submitted

Terry Nolan, Secretary
Milford Council on Aging
Board of Directors