

Milford Council on Aging Meeting Minutes Monday December 10, 2018, 5:00 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, Dr. Philip Caporusso, Gloria Lanna, Cynthia DeLuca, Judge Beverly Streit-Kefalas, Shirley Serrano, Doreen Fontana, Dick Dowin, and Terry Nolan.

BOA Liaisons: Connie Gaynor Absent: Ellen Beatty

Staff: Janice Jackson, Amanda Berry, Geri Dichkewich, Phyllis Leggett, and Jim Convery.

- 2. Agenda:** Lillian entertained a motion to approve the agenda. Doreen made the motion and Cynthia seconded. The motion prevailed.
- 3. Minutes:** Lillian entertained a motion to adopt the November 13th meeting minutes. Lillian noted that in item #3, Mr. Solakian said the statement would be deleted from the audit (not corrected). Beverly made a motion, Phil seconded. The board voted and the motion prevailed.
- 4. Chairman's Report and Correspondence:** Lillian thanked the staff on behalf of the board for all their hard work during the year.
Janice Jackson reported correspondence received including:
Thank you for a donation made to the Beth El Center in memory of a member who died.
Multiple thank you notes from people who had received Shop Rite gift cards for Thanksgiving from the Food Bank.
Email from HD Segur with information about the insurance coverage for the Center.
- 5. Treasurers Report:** Doreen gave the report for November. Gloria asked about the dates on the report and it was noted that the dates should have said November not October. A motion was made to refer the Treasurer's report to the finance committee by Cynthia. 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:** Discussion of insurance coverage - There was discussion of increasing the employee theft coverage as recommended by the insurance company. Gloria made a motion to increase the coverage from \$60,000.00 to \$120,000.00. Phil seconded the motion. There was more discussion about what was covered. Members of the board asked for more time to review the insurance documents and discuss at our next meeting. Beverly made a motion to table the previous motion. Phil seconded and the motion prevailed.
- 8. Executive Directors Report:** Janice Jackson reviewed her written report furnished to the Board for November. Phil asked about the purchase of gift cards and if we got the same number as last year, Janice said we did. Lillian asked about the travel report for one of the events. Staff noted that the report incorrectly listed Coach Bus for that event. Lillian also asked about the transportation donations. Jim said that they have not been getting many donations from people getting rides.
- 9. New Business:** No new business.

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

There being no other business before the Board, the meeting adjourned at 5:38 p.m.

Respectfully submitted

Terry Nolan, Secretary
Milford Council on Aging
Board of Directors