

Council on Aging Board Meeting
Ludlow Senior Center
228 State Street
Wednesday, June 12, 2024

Present: D. Peacey, B. Mishol, F. Barroso, K. Martin, H. Grabowski, D. Johnson, K. Ribero,
D. Potter, R. Radowski
Excused: J. Zepke, J. DaCruz, R. Forti
Guest: K. Green

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I. Roll Call – The meeting was called to order at 4:30 p.m. by Chairperson D. Peacey

II. Secretary's Report

- a. a. Minutes from the May 15, 2024, meeting reviewed and approved with no corrections.
M/S: B. Mishol/K. Ribero. All in favor.

III. Treasurers Report

Deferred until next meeting.

IV. Director's Report

Deferred until next meeting.

V. Chairperson's Report

a. Policy Manual: Completed Policy Manual is on the Senior Center website and in a binder at the reception desk, along with the Standards for Participation. Seniors checking in at the kiosk will acknowledge Standards of Participation.

b. Participant Feedback Form: Has been completed and is available at the reception desk.

c. Bylaws: J. Zepke and D. Peacey collected several examples of bylaws from other Councils on Aging (COA) that are of a similar size; K. Green also shared the Friends bylaws which were recently updated. Discussion ensued about the definition of a Council on Aging and whether the Board is the Council on Aging, or the Council on Aging is a separate entity that the Board falls under. K. Martin said according to Mass.gov, COAs are municipal entities that oversee local adult community centers or senior centers that provide programming, services, and support for older adults in their community. Each city and town in Massachusetts have a Council on Aging and there are currently 350 of them.

Members reviewed other town department and/or councils websites and noted that many did not include bylaws. There was discussion whether COA bylaws needed to be incorporated in town bylaws or stand independently on COA/Senior Center website. B. Mishol researched the definition of bylaws and said they are 'internal rules'; "describing and controlling actions of its members." K. Ribeiro said we could consider prefacing the bylaws with that statement, i.e. that the bylaws noted internal rules. K. Green pointed out that if the Town Charter is approved, the Town will be rewriting its bylaws in entirety. A meeting of the Board work group to review and update to draft current bylaws will be scheduled; J. Zepke will be invited. This workgroup will continue to update COA members as to work product.

VI. New/Old Business

- a. D. Johnson reported that dispatcher Gary Spear has resigned, and the position will be advertised. She also said the Chevy van should be delivered in October 2024. The old vans will go to the town for either further use or auction.

VII. Adjournment: 5:30 p.m. M/S: B. Mishol/B. Radowski. All in favor.

The next Board Meeting will be at 4:30 p.m. on Wednesday, July 17, 2024.

Respectfully submitted,

K. Martin, Secretary, COA

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