

COMMISSION ON AGING MEETING MINUTES

Tuesday, March 2, 2010

Stoughton Room, Stoughton Area Senior Center

Present: Kay Davis, Edna Cloutier, Lorraine Hawkinson, , Jeanne Schwass-Long, Don Mix, David Sharpe, Charlotte Snow, Betty Thompson, Larry Weiss

Staff Present: Cindy McGlynn, Hollee Camacho

Absent & Excused: David Bacon, Kelli Krcma, Mary Onsager

Call to order: J. Schwass-Long called the meeting to order at 10:00 AM.

Minutes of February 2, 2010: Moved by E. Cloutier and, seconded by D. Mix, to approve minutes; passed unanimously.

Compliments & Concerns:

- On April 1, 2010 we will be loosing our annex building space. Cindy is still working to find space for the woodcarving and yoga classes.
- Saturday Card Party's attendance increased due to the yellow sign outside. The sign is now out to advertise Wii Bowling.
- The High School FFA will be sponsoring a Senior Prom on April 18, 2010 to provide older adults with dancing, food and reminiscing games. Students will encourage attendees to bring in their prom photos and/or other memorabilia!
- Staff will be hosting a Volunteer Recognition Breakfast on April 19, 2010. Senior Center volunteers eat free. Watch for details in our newsletter.

Director Comments: Cindy McGlynn

- Requested from COA to spend \$5000 from the Special Gift Fund to cover the cost to replace five staff computers. This will be the only request from the Fund this year. Last year's request for a new projector and speakers for the main level are being purchased. Cindy is applying for grants to cover any other remaining requests from last year.
- Moved by K. Davis and, seconded by D. Sharpe, to approve that \$5000 be used from the Special Gift Fund to replace five staff computers.
- The Senior Center has received some encouraging donations for case management. The Case Managers have no part in requesting or receiving monetary donations. If anyone has questions regarding giving, they are asked to speak with Cindy.
- A letter will be sent mid-year to individuals and/or their family members inviting donations.

Assistant Director Comments: Hollee Camacho

- Distributed draft of 2009 Annual Report and requested assistance with proofreading; K. Davis and J. Schwass-Long volunteered to assist.
- The report should be completed and available on the website by next week.

Case Manager Position Update: Cindy McGlynn

- Susan Brodd has been hired as our new Albion & Dunkirk Township Case Manager.
- Susan is familiar with the local aging network as she worked as a Case Manager for McFarland.
- Her training with our current case managers began last week; Susan asks great questions and is learning quick.
- Cindy will send a letter introducing Susan to the Albion and Dunkirk Chairs.

Strategic Plan: Cindy McGlynn

- Cindy invited a few COA members with strategic plan experience and some who expressed interest in assisting with it to a “pre-planning” meeting last month.
- The terminology and larger plan was discussed and meetings were scheduled for the stakeholder’s planning process.
- It was decided that a large group of people (i.e. COA members, Center participants, staff, representatives from City and Township government, School District representatives, community members representing different age groups, etc.) will be invited to participate in at least three focus groups facilitated by volunteers from our stakeholder group.
- The stakeholder group will consist of 10-15 individuals personally invited by Cindy to 1) plan the focus groups; 2) review their results; 3) identify strategic issues; 4) generate and prioritize specific actions to address the issues; and 5) develop a detailed strategic plan for the Senior Center to follow in the next five years.
- Please talk with Cindy if you have an interest in being involved somehow with this process.
- The COA Committees are currently working on tying up their current action plans and submitting those that are not completed to be reviewed in the strategic planning process.

Senior Center Models: Sharing of Ideas: Larry Weiss, Fort Collins Senior Center, CO

- The Fort Collins Senior Center is located in a city with a population of 150,000 – 175,000.
- It has a \$25 annual membership fee, which gives members access to a pool, sauna, gym, track, multi-use room with a stage, community garden, billiards room, library, media & classrooms.
- This Center is supported by the city and is associated with its recreation department.
- Some highlights: Elvis Show, Visual Arts & Crafts Show, SOAP: Slightly Older Adult Players.

Committee Reports:

Public Relations: Kay Davis

- Completed action plan 2.2 “Invite different groups and/or individuals to participate in governing structure or to give feedback on important issues facing the Senior Center.” It was decided that this is the goal of the strategic plan. Cindy and Hollee will review the Committee’s action plan timeline for implementing the remaining action plans.
- Next meeting **Thursday, April 22, 2010 11:00 AM**

Finance: Cindy McGlynn

- Committee’s next task is to redo the donation envelope.
- Next meeting **to be determined.**

Program and Evaluation: Hollee Camacho

- Discussed ideas for action plans to advocate for expanding services and programs for older adults in the community. It was recommended that Senior Center staff compile a list “Senior Community Events Calendar.” Hollee has piggy-backed this effort with her email of the newsletter to her community contacts.
- Next meeting: **Thursday, February 18, 2009 at 9:00 AM.**

Meeting Adjourned: Moved D. Mix, seconded by E. Cloutier to adjourn the meeting. Carried unanimously. Meeting adjourned at 10:30 AM by J. Schwass-Long.

Next Meeting: Tuesday, April 6, 2010 at 10:00 a.m

