The Council on Aging met in regular session on September 13, 2022 in-person. Vice Chair Marjorie Peterson called the meeting to order at 9:00 am.

Present: Marjorie Peterson, Jacqueline Johnston, Dorothy Cavanaugh, Joseph Publicover, Richard Preble, Vicky Beaumier, Dianne Faulkner

Absent: Laurie Spielvogel, Barbara Warne, Gail DiNaro, Jessa Haynes

Staff Present: Christine Marshall, COA Director and Angus Jennings, Town Manager

Secretary's Report: A motion was made by Dianne Faulkner to accept the Secretary's report; seconded by Vicky Beaumier. The motion passed unanimously.

Treasurer's Report: A motion was made by Jacquie Johnston to accept the Treasurer's report; seconded by Richard Preble. The motion passed unanimously.

Director's Report: Christine reported on the activities of the Center, Yoga classes, 3B Exercise Classes, Foot Care, Food Pantry, Lunch and Learn Series, Meals on Wheels. She also presented a draft budget for FY23 with estimated expenditures. Christine also reported that Jen Vincent's hours were increased on July 1, 2022 and oversight of the Food Pantry was added to her job description. She also mentioned that 13 seniors have applied for the Senior Tax Work-Off Program. Information about the Senior Tax Work-Off Program was included in the September/October newsletter. A motion was made by Dianne Faulkner to accept the Director's report; seconded by Vicky Beaumier. The motion passed unanimously.

New Business:
- **Annual Election of Officers:**
  - Motion was made by Marjorie Peterson to appoint Jacqueline Johnston as Chair; seconded by Vicky Beaumier; motion passed unanimously.
  - Motion as made by Jacquie Johnston to appoint Richard Preble as Vice-Chair; seconded by Marjorie Peterson; motion passed unanimously.
  - Motion was made by Jacquie Johnston to re-appoint Dorothy Cavanaugh as Treasurer; seconded by Dianne Faulkner; motion passed unanimously.
  - Motion was made by Jacquie Johnston to appoint Marjorie Peterson as Secretary; seconded by Dianne Faulkner; motion passed unanimously.
- **Meeting Schedule:** A motion was made by Dianne Faulkner to change the monthly meeting schedule to the second Tuesday of the month at 9:00 am; seconded by Richard Preble; motion passed unanimously.
- **Renaming of the Food Pantry:** There was discussion of changing the name from the Food Pantry to SAGE Center Market. The Board felt that the name SAGE for SAGE Center is targeted to those over 60 and since the Food Pantry is for all ages, it was decided not to change the name.
- **Review draft Policies and Procedures:** Christine presented draft Policies and Procedures to formalize how the programs operate and what behavior is acceptable while at the SAGE Center. The policies include: Code of Conduct; Events, Programs and Exercise Classes; Food Pantry; Meals on Wheels and Congregate Lunch; Medical Equipment Closet; Senior Tax Work-Off Program; Transportation Program; Volunteer Program. A motion was made by Dianne Faulkner to approve the SAGE Center Policies and Procedures; seconded by Vicky Beaumier; motion passed unanimously.

Old Business:
- **Friends of the West Newbury COA:** Christine updated the Board that the Friends of the West Newbury COA officially dissolved and sent a check for $5,000 to the Town.
- **Van Use:** There was discussion about the vacant Van Driver position and use of the van. Christine feels that we are serving more seniors' medical rides using Northern Essex Elder Transport program "NEET" because of the flexibility of having over 20 volunteers in the NEET program. Christine also hopes that when we begin offering trips that we would have 10-15 people interested, and the van's occupancy is 7 passengers plus one wheelchair. Angus explained to the Board the process to make vehicle changes through the Capital Improvement Program.

Jacquie Johnston moved to adjourn the meeting, Dianne Faulkner seconded, motion passed unanimously, meeting adjourned at 10:05 am.

Respectfully Submitted,
Jacqueline A Johnston, Secretary