



**Town of West Newbury
Council on Aging Meeting
Tuesday, January 16, 2024 at 10 am**
381 Main Street | Town Office Building | SAGE Center / Senior Center

AGENDA

1. Call to Order
2. Secretary's Report – Draft minutes from December 12, 2023
3. Treasurer's Report – December 2023
4. Director's Report – December 2023
5. New Business
 - a. Draft FY23 Annual Report submission
6. Old Business
7. Adjourn



Minutes of Town of West Newbury

Council on Aging Minutes

Tuesday, December 12, 2023 at 10:00 am

The Council on Aging met in person in the SAGE Center/Senior Center on December 12, 2023. Chair, Dianne Faulkner, called the meeting to order at 10:00 a.m.

Present: Vicky Beaumier, Heather Conner, Gail DiNaro, Dianne Faulkner, Jessa Haynes, Marjorie Peterson, Richard Preble, Joe Publicover, Julie Ruscio, Bob Veator

Guest: Donna Publicover

Staff: Christine Marshall, Director & Jen Vincent, Nutrition Coordinator

Absent: Barbara Warne

Secretary's Report: Dianne Faulkner called for the Secretary's Report. One change was noted in the minutes; a correction from Gary to Gail under the Secretary's Report. Marjorie Peterson moved to accept the minutes of November 14, 2023 as corrected. Jessa Haynes seconded the motion. Minutes approved unanimously.

Treasurer's Report: The Financial Report and Expenses were reviewed for November 2023. Christine remarked that we are on schedule with the budget; funds used are at about 40%, which is where we should be for the end of November. The Food Pantry has been receiving an abundance of food and monetary donations. Community awareness through the newsletter and email blast has been very successful. The cost of printing the SAGE newsletter will be increasing slightly. Marjorie Peterson moved to accept the Treasurer's Report. Dick Preble seconded the motion. Approved unanimously.

Director's Report: Christine reviewed and made note of various line items on the report. Meals on Wheels, West Newbury for November increased. Food Pantry had incoming donations of over 1,000 lbs. for November. The cost of Holiday Bags was substantially less for the Thanksgiving bags as a result of the additional donations. There are now five (5) Food Pantry volunteers. Sunray Café in-person lunch in November was a Thanksgiving Gobbler sandwich and 28 seniors attended. 3B Exercise Classes are well attended. The 3B instructor is paid only by participant donations – suggested donation is \$5 per class. Christine will discuss with Brian Coyne changing the donation to a fee paid directly to the instructor to be consistent with the Yoga class. Pickleball is now finished until the spring. Greeting card workshop continues to be popular; Christmas cards scheduled for next week and upcoming will be Valentine's Day cards. Winter sand pails will be delivered soon by DPW. Games has a steady group attending. NEET medical rides continue to be well utilized. Foot care by Valerie continues to be very popular. Monthly blood pressure clinic usually brings in 2-4 seniors. Marjorie Peterson moved to accept the Director's Report. Jessa Haynes seconded the motion. Approved unanimously.

New Business:

- a. Marjorie updated everyone that she attended the reception to accept the \$2,000 donation from the Chocolate Tour. These funds are earmarked for help with prescription costs and medical transportation costs.

- b. While Marge was at the reception, other COA directors talked about a Craft Crawl. We will investigate this idea. If this is a fundraising event, we will need a new Friends group to hold this event.
- c. There was discussion about starting another Friends group; what would be involved and how it got started previously. The purpose of a Friends group is to fundraise to financially support programs and services offered by the COA. Christine made the following comments on COA programming/finances:
 1. We currently do not need additional funds to support our programs.
 2. We are offering as many programs as we can with our current staffing level and the number of seniors participating.
 3. In FY24 the Formula Grant increased to \$19,054 from \$15,996 based on the 2020 federal census data. These funds are used for programs and \$7,000 towards Jen's salary.
 4. The Revolving Fund was approved at the Special Fall Town Meeting on October 23, 2023. Once the Attorney General's office approves this by-law change, we will use this account to offset some program expenses – mostly the day trips.

Old Business:

- a. The MCOA SIG grant has been approved to purchase the My Senior Center Touch Screen System. Christine explained how the Touch Screen is used.
- b. North Shore Music Theatre trip to see *A Christmas Carol* is on December 13, 2023 with 14 people attending. Jen will provide a special holiday lunch at the SAGE Center before the show.
- c. The Holiday Luncheon and Musical Performance by the Page School was held on December 7, 2023 in the Annex. It was very successful with about 90 people attending.

Other Discussion:

Heather Conner spoke of awareness for helping others in the community as she encountered an unfavorable experience during a Meals on Wheels delivery.

Julie Ruscio spoke of Sweet Paws Rescue in Groveland, and her experience she had delivering a donation. It appeared they are very short staffed, could use volunteers and conditions were not favorable unfortunately.

Adjourn:

Vicky Beaumier moved to adjourn the meeting at 10:45 a.m. Heather Conner seconded the motion. Motion approved unanimously. Meeting adjourned at 10:45 am.

Respectfully Submitted,
Julie Ruscio, Secretary

Meeting Documents:

1. Draft minutes of COA meeting November 14, 2023
2. COA Financial Report, November 2023
3. Food Pantry Expenses
4. Directors Report, November 2023
5. Copy of email from Madeline Noonan, Massachusetts Council on Aging - Approval of \$5,000 grant



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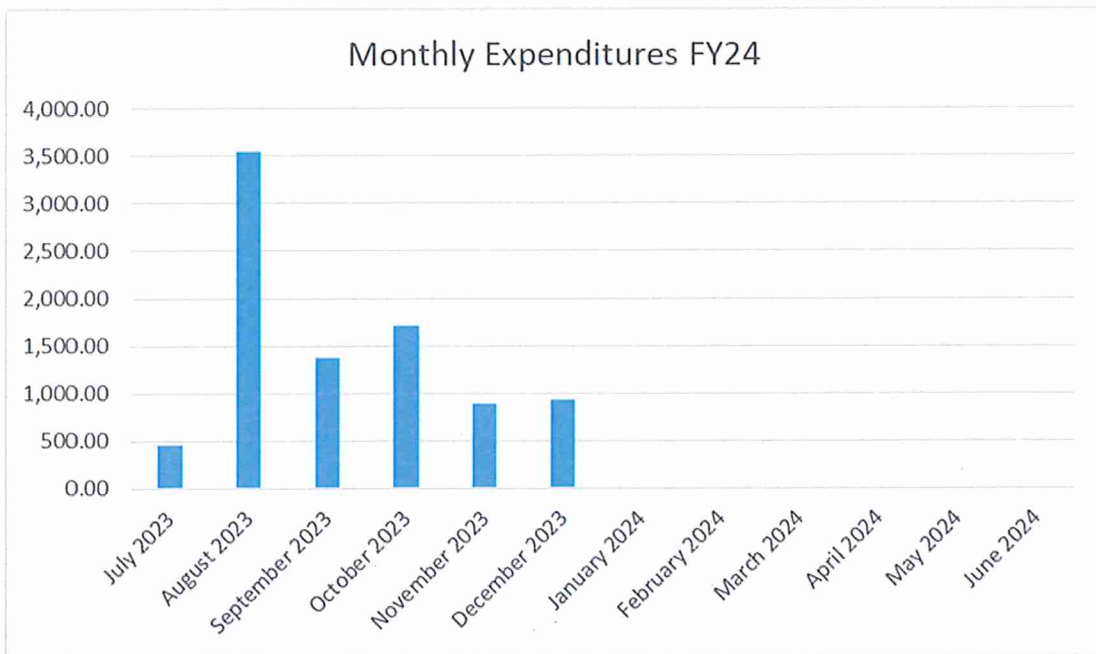
Financial Report as of December 31, 2023

Balances as of December 31, 2023				
General Fund	Allocated	Expended	Ending Balance	% Used
COA Salary & Wages	103,982.00	-48,439.68	55,542.32	-46.58%
COA Expenses	19,500.00	-8,916.96	10,583.04	-45.73%
Gift Accounts	Starting Balance	Expended	Donations	Ending Balance
COA Gift Account	9,112.09	-1,015.00	3,130.00	11,227.09
Food Pantry Gift Account	9,277.98	-2,629.22	6,731.01	13,379.77
Grants	Starting Balance	Expenses	Payroll	Ending Balance
Formula Grant*	9,527.00	-655.33	-2,407.68	6,463.99

*Total Grant \$19,054. Received half (\$9,527) of the Formula Grant in Nov. \$7,000 to be used towards Jen's salary.

YTD General Fund Expenses by Category				
Programs	Budget	General Fund YTD Expenses	Category Total	Remaining
Sunray Café - lunches, dinners, ice cream socials		-1,525.74		
3B Class - Balance, Bones & Brain		0.00		
Yoga Class		-960.00		
Reiki, Meditation, Aromatherapy		0.00		
Program Supplies		-978.46		
Programs Sub Total			-3,464.20	
Other Expenses				
Newsletters		-2,241.13		
Office Supplies		-748.96		
Kitchen Supplies		-534.39		
Van Maintenance / gas		0.00		
Dues and memberships		-1,306.64		
Mileage reimbursement		-372.70		
Cell phone		-248.94		
Other Expenses Sub Total			-5,452.76	
FY24 Budget \$19,500	19,500.00	-8,916.96		10,583.04

Monthly Expenditures FY24	
July 2023	455.12
August 2023	3,552.22
September 2023	1,372.57
October 2023	1,713.91
November 2023	892.08
December 2023	931.06
January 2024	
February 2024	
March 2024	
April 2024	
May 2024	
June 2024	
	8,916.96





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Town of West Newbury | Council on Aging | Director's Report FY24

	Dec 23	Nov 23	Oct 23	Sept 23	Aug 23	July 23	
Meals on Wheels - West Newbury	108	106	79	56	57	48	Total meals
Meals on Wheels - Groveland	368	382	446	480	439	411	Total meals
Congregate Lunch (in-person)	1	8	8	4	5	4	Total meals
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Food Pantry - Food Out	551	447	572	589	800	430	Food weight
Holiday Bags	300	483					Food weight
Food In	883	1,051	766	497	883	522	Food weight
Residents served	28	22	21	22	22	20	
Volunteers / Hours	4 / 18 hrs	3 / 15 hrs	2 / 12 hrs	4 / 16 hrs	4 / 15 hrs	3 / 11 hrs	
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TRIPS	n/a	n/a	n/a	n/a	24	n/a	Attendance
Sunray Café In-Person Lunch	91	28	12	9	14	18	Attendance
Lunch & Learn Speaker Series	n/a	n/a	15	13	n/a	n/a	Attendance
Greet the Day Yoga - Wednesday	7	8	n/a	n/a	n/a	n/a	Average attendance
Yoga Class - Friday	n/a	n/a	4	4	4	5	Average attendance
3B Exercise Class - Mondays	15	16	18	19	19	22	Average attendance
3B Exercise Class - Thursdays	17	19	18	18	21	20	Average attendance
Pickleball - Action Cove trial	n/a	6	n/a	8	6	n/a	Average attendance
Terrariums at Atria in Newburyport	n/a	n/a	n/a	4	n/a	n/a	Attendance
Coffee & Conversation	2	3	7	5	0	n/a	Total clients served
Ice Cream Social	n/a	n/a	n/a	19	n/a	14	Total clients served
Greeting Card Workshop	8	8	n/a	2	n/a	n/a	Attendance
Winter Sand Pail Delivery	19	n/a	n/a	n/a	n/a	n/a	Delivered
Cribbage & Other Card Games	4	5	4	7	4	4	Average attendance
Games & Puzzles with Pentucket	0	0	4	1	n/a	n/a	Attendance
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NEET Rides - round trip	10	7	9	7	1	2	Total rides for month
Foot Care	26	18	17	18	23	20	Total clients served
Wellness Check - blood pressure	1	2	4	3	1	n/a	Total clients served
Senior Tax Work-Off Program	FY24 - currently 14 applications / FY23 - 11 volunteers / FY22 - 4 volunteers						

** programs no longer held are: Walking Group, Corn Hole, Age-Friendly Discussion Group, Craft Corner, Friday Yoga



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COUNCIL ON AGING TOWN OF WEST NEWBURY Annual Report, Fiscal Year 2023

To the Honorable Select Board:

Fiscal Year 2023 was a busy year for the SAGE Center. After its rebranding in FY22, SAGE Center staff and Council on Aging (COA) members focused on growing participation and expanding programs. It was important for us to determine what types of programs were of interest to West Newbury seniors and implement these programs.

Some of our new programs include an intergenerational program with students from Pentucket, an annual holiday luncheon and spring luncheon with musical performances by the Page School, a cooking demonstration, therapy dog visits, an outdoor adventure walking group, and corn hole games. We had the opportunity to hold a joint program with the Newburyport Senior Center where Harvey Leonard talked about climate change.

We were very excited to host our first annual volunteer appreciation event, which brought together about 30 of our dedicated volunteers. Volunteers are vital to the operation of the SAGE Center. Rain or shine, volunteers are delivering daily meals on wheels to homebound residents in West Newbury and Groveland. Our volunteers can be found in the food pantry organizing canned goods, distributing food, or holding a food drive; folding and mailing newsletters; and planning and leading programs.

The COA Board created a working group to help plan day trips, and we now have a group of about 20 seniors enjoying lunch at SAGE followed by a trip to the theater. We continued the Lunch and Learn Speaker Series with presentations from the Pettengill House, Northern Essex Elder Transport, Merrimack Valley Transit, AgeSpan, and our popular Town Meeting Q&A sessions with the Town Manager and Town Clerk.

We continued to collaborate with community agencies for social services, nutrition, and transportation. These include Our Neighbors' Table, Community Services of Newburyport, Northern Essex Elder Transport, Nourishing the North Shore, Pettengill House, Merrimack Valley Transit, and AgeSpan.

The SAGE Center continued offering regular programs, such as meals on wheels, daily congregate lunch, exercise classes, food pantry, medical transportation, foot care, blood pressure checks, SHINE/Medicare services, senior tax work-off program, home cooked lunch events, games, and craft groups. We also continued increasing our communication with seniors and their families using social media and the bimonthly newsletter. The newsletter is available to all ages on the Town web site and by email, and we encourage family members to sign up for the email newsletter.

We always welcome prospective members to stop by the SAGE Center to see how these programs can benefit them and keep them engaged in the wonderful community of West Newbury!

Respectfully submitted,

Christine Marshall, Director