

Minutes reported by Jean Patel Bushnell

BCOA Board Meeting

Wednesday, March 11th 2020, 6 PM, 25 Concord Road

Present: Barbara Flaherty, Mary Riley, Rich Carroll, Bill Neeb, John Pellegrino, Phil Doiron, Sandy Schiavo and Kim Conway. Nick Rosa, Head of the Friends Board joined us later in the meeting.

The meeting was called to order at 6 PM by Board Chair, Barbara followed by a moment of silence for Priscilla Ellis and the Pledge of allegiance.

We approved 3 sets of minutes:

- 1) Dec 11, 2019 moved by Doiron, seconded by Conway, unanimous
- 2) January 8th, moved by Doiron, seconded by Mary Riley, Conway abstained, remainder in favor
- 3) February 12th moved by Conway, seconded by Riley, unanimous

The Director's report defined action steps being taken to limit risk and worry around Covid 19th. Patrons were being asked to stay at home if sick or someone in their family is sick. High touch areas were being sanitized very frequently by a volunteer group led by Joe Darrigo. The COA was consulting with the Town Manager's Office and the BOH on risk reduction steps to take and other directors in the Merrimack Valley region covering 23 COA's. Outreach Associate Pam Gillespie will retire on April 30th leaving a critical vacancy in the department responsible for outreach, social and behavioral services. Jeanne Teehan and the Director are now ServSafe certified for the nutritional services department (kitchen). The AARP Tax program that began on Feb 10th had already processed 165 patron cases with plan to complete 365. The Board was reminded to promote the CSA award at the Elks on May 1, the Health Fair on April 11th and the Veterans Breakfast at Cabot on May 20th.

Progress Reports by Strategic Planning AREAS:

- 1) Finance/Fundraising – the Black Tie Bingo event was highly successful with 91 tickets sold and a net of \$7680 after deducting \$4521 for expenses. People are asking about next year's date already!
- 2) Regarding branding and positioning the Director is working on finding external funding for a comprehensive rebranding and marketing overhaul effort collectively

driven by herself, Pat Zapert and a few members of the current market subgroup on the Board.

- 3) NOMINATIONS: Rich Carroll assisted by Phil Doiron will bring a slate to the June meeting for approval.

Optimizing Board/FCOA relations to support the BCOA

Nick Rosa, President of the FCOA recognized both Boards for the stellar results of the Black Tie event and reinforced the importance of the 2 Boards working cooperatively together. He reminded attendees that the FCOA was a private corporation with the primary purpose of fundraising to support programs at the BCOA unlike the Board that acts in an advisory capacity and as advocates for seniors on the municipal agenda.

The meeting was adjourned at 7.15 PM.

Next Meeting: set for April 8th, 6 PM – BCOA, first floor next to pool room.