

Friends of the Lexington Council on Aging Virtual Meeting Minutes

October 15, 2020

Members Present: Peter Holland, Chair; Suzanne Caton, Sudhir Jain, Janice Kennedy, Lorain Marquis, Jane Trudeau, Chris Worcester

Guests: Emery Wilson, Susan Barrett

Staff Present: Michelle Kelleher, Hemali Shah, Melissa Interest

Old Business:

- Minutes of September 17, 2020 were accepted.
- Guest Susan Barrett was introduced.

Treasurer's Report:

- Lorain presented the Financial Report using the new formats.
- Peter noted that he would like the FCOA financial year to be reported as running from July 1 to June 30 in the future.
- Jane reported that she has started to move FCOA/OWLL funds to Enterprise Bank, as agreed to by the board. Some funds have been left at Brookline Bank to cover pending expenses.
- After discussion, it was agreed that Jane will change the current Zoom subscription from monthly to yearly when the new Enterprise Bank credit cards are available.

Staff Reports:

- Michelle again reported that all current programs are being offered via Zoom and they expect to continue of use Zoom for programs through the end of the year.
- Michelle also reported that 50 people participated in the Grab & Go lunch in September. For October, there will be a paper white kit offered and 37 people have signed up for that program so far.
- The flu clinic for seniors will be held by the Town next week.
- November 12 is the deadline for the next senior newsletter.
- Hemali reported that the Town parking passes for seniors program is in process. She also noted that the COA is investigating a program where local vendors might offer special options for seniors.
- Melissa reported that 50% staffing is ongoing in the Community Center. Opening the Community Center is waiting on a report on the HVAC system.

OWLL Report:

- Jane reported that 2 OWLL courses are finishing up soon and the China course will start soon.
- Jane noted that the OWLL courses need to be publicized better. Michelle reported that notices about the upcoming OWLL courses are sent to all previous OWLL attendees via email.

Lexington LifeTimes:

- Suzanne reported that reviewing of submissions for the next edition will take place soon.
- Suzanne asked the board whether we should start asking for underwriters for the next edition. Consensus of the board was that we should. Previous underwriters like Enterprise Bank, and Artis should be contacted.

Fundraising Committee:

- Suzanne asked for comments from the board on the first draft of this year's fund-raising letter. A second draft will be distributed next week incorporating suggestions from the board.
- Jane and Suzanne had a meeting with our web master, Sally Willard, on September 22 to investigate fund raising possibilities.

Publicity Committee:

- Janice asked for volunteers from the board to join the publicity committee. She feels that we need to increase our publicity efforts to increase FCOA name recognition in the community.
- Peter and Lorain volunteered to join the committee.
- Melissa suggested that the FCOA bookmarks should be included in the Grab & Go kits. Further discussion suggested that we should write another fund-raising letter that could be included with the kits.

Recruitment Committee:

- Peter asked for suggestions for people to recruit.

New Business:

- Susan Barrett of the Town Transportation Department made a presentation to the FCOA about the current status of transportation options for seniors in the Town.
- Susan then asked that the committee consider making a donation to Lexpress since Lexpress serves more seniors than the Lex Connect taxi program.
- Peter asked Susan to send him a formal request that the board can consider at a future meeting.

The meeting, which commenced at 9:30 am via Zoom, was adjourned at 10:50 am.

Next FCOA meeting will be on November 19, 9:30 am.

Respectfully submitted by

Suzanne Caton, Clerk