Kingston Council on Aging
Secretary Report
Advisory Board Meeting
August 8, 2023

Meeting was called to order at 11:30
Pledge of Allegiance was recited.
Thank you, PAC TV,

Board Members present, Austin Sennett- Vice Chairman, Donna Weinberg, Joan Hutchison, Caty Starr - Secretary, Maureen Elwood, Mary Hayes and Kathy Studley - Associate Member
Also Present: Mary Beth Lawton- COA Director, Kim Emberg - Board of Selectman, Mary Jane Kahill

Open Forum –

Secretary Report - A motion to accept the June Secretary's report was made by Maureen and seconded by Mary. All in favor.

Directors Report - Reminder that on August 15 there is a special meeting with the BOS to honor former chairman Joe Favaloro at 5:30pm.
- Two new hires; Phil Moler will be a new cook. Holly Nighelli will be the new Assistant Director of the KCOA effective 8/28.
- Resignation of Outreach Coordinator, Martha Shanahan. This position will not be filled right away. Mary Beth would like to re-evaluate the position before filling it. Interim services will be provided by Mary Beth and holly in the mean time.
- Trying to build a Bocce court out back beside the porch. Application is pending with the Conservation Commission.
- COA is taking over responsibility of the senior tax write off program.
- Thanksgiving and Christmas lunches. Mary Beth has agreed to provide services to the Friends group for these two lunches, which will also be open to the public.
- There will be a handicap paddle installed for the ladies room near the reception area. This bathroom is also open to the public again.
- The rug is being removed in the game room and linoleum is being installed. This will be easier to be kept clean.
- Kim Emberg from the Board of Selectmen will be holding Selectmen's hours on Friday at 9am.

Chairman's Report - Austin met with the Triad leadership and the Fire Department to help coordinate the Fall programs.
- Austin met with the Needlers, card players and other groups
- Met with Mary Beth to discuss presentation times and the Special Meeting with the Friends group, Keith Hickey and Mary Beth.
- Austin expressed his thanks to Joe Favaloro as a leader and mentor.

New Business:
- New Board Officers - discussion around whether the Vice Chair automatically fills the Chair's position when it is vacated. Kim Emberg discussed that regardless of the language in our Policies and Procedures, we need to follow Parliamentary Procedure and the Chair role must be voted on. Therefore, if our Policies &Procedures are in contrast of Parliamentary Procedure, we must

follow Parliamentary Procedure. Austin then called for nominations. Joan made for a motion to delay the vote until we have a full board. We have an Associate Member who may choose to move to full member role. Cathy Studley confirmed that she would like to pursue the full member role and will need to apply with the Board of Selectmen. Joan's motion was seconded by Caty. 4 yes votes, 2 no votes. Discussion around if our Board could vote for support of Kathy Studley moving to a full member as part of this meeting. We could email Kim Emberg our individual support of Cathy for consideration at the next BOS meeting. It was then determined that we could add that to the agenda for the Special Meeting on 8/15.
- Caty made a motion to take nominations at this meeting so we can think about the nominations until the next meeting when the vote will take place. Motion seconded by Mary.
Mary then nominated Austin as Chair.
Austin nominated Caty to become Vice Chair.
Joan nominated Donna to be Secretary.
- Welcome to Kathy Studley as the Associate Member.
- Additional Day for monthly meetings - Maureen thought this could be a good idea to better help with time limits and give us more time. Joan mentioned it is not necessary in her opinion. We could call an extra meeting when needed.

Old Business- Suggestion Box - Joan - the box was never used properly and thinks it should be removed. If someone has a problem they should go directly to the person in charge of solving that problem. Caty suggested renaming the suggested box to a "communication box" to allow for a way of people to get in touch with our board. Mary Beth does not want to see the Board keeping an in-box, but be more front and center in the building. Kim Emberg offered that some other boards also do not have a direct communication avenue. If people want to reach our those boards, they would email the department head. In this case, people would email Mary Beth if they wanted to discuss things with our board.
Donna would like to remove the box. Kathy notices that people have come to her to ask questions.
Joan made a motion to eliminate the suggestion box, seconded by Maureen. Vote was 5 yes and 1 no.
- Policies and Procedures - Caty asked for a motion to have the Chair support creating another working group to revisit the Policies and Procedures. Mary Beth indicated that the By-Laws and P&S should become one document with two sections. Austin and Mary volunteered to be working group, however we can only have two working groups members at this time. Austin moved to appoint Caty and Mary to the working group that will address Policies and Procedures.

Other Business - Remembered: None

Next meeting will be September 12, 2023 @ 11:30 at COA Senior Center and/or ZOOM

Motion to adjourn was made by Joan. Seconded by Maureen. All in favor.

Respectfully submitted,
Caty Starr, Secretary