

Commission On Aging

Meeting Minutes for August 2, 2022

Commission Members present: Cheryl Kennedy – Chair, Eugenia Perry – Secretary, Gary James Kelly – Executive Assistant to the Chair and Treasurer, Maria Potvin

Absent: Joan Gentile, Anita Morrison

Guests attending: No guests attended

Meeting Called to Order: at 2:11 pm

Approval of Minutes/Secretary's Report: Eugenia read the minutes from our July meeting. Gary made a motion to accept and Maria seconded.

Treasurer's Report: Gary reported the balances and there was no change as of our last meeting.

Old Business: We discussed the cost of water and soda at the normal vendor price of @ \$1.50. Joan and Gary researched the cost to us from Costco and BJ's and it was decided to buy the water and soda ourselves. Gary will purchase these items and deliver to the picnic which will save hundreds of dollars. Gary designed the picnic advertising and submitted to the town website, Senior Center newsletter, and East Hartford Television channel 5 and the ads are already running. The East Hartford Gazette picked up the information and advertised for us. Gary sent them a Thank You email. Gary designed and printed the 180 tickets and log, signs for the sale of tickets, invitation letters to local and state officials, the 50 handicap menus, the 60 signs for the tabletop displays, 7 refreshment signs, 200 guest questionnaires/suggestions, 30 table number signs, and stick on name labels for volunteers. Gary has discussed the event with the East Hartford Police Department. He will contact the East Hartford Fire Department, contact 6 local businesses about donating baskets to the event, and purchase the gift certificates from Walmart and ShopRite. Gary noted he will purchase printer ink, paper, and postage stamps from our budget for supplies and Cheryl will review before approval. A schedule was worked out for the ticket sales by 5 members of the Commission and one volunteer.

New Business: No new business was discussed.

Opportunity of guests to speak: No guests attended.

Motion to Adjourn: Eugenia made a motion to adjourn and seconded by Maria.