

Commission On Aging

Meeting Minutes for October 3, 2023

Commission Members present: Gary James Kelly – Chair, Eugenia Perry – Secretary, Maria Potvin, Anita Morrison, Lorraine Kraft, Kathy LaBranche, and Jim Sundin

Absent: None

Guests attending: Donna Wilson, and Ruby Veal

Meeting Called to Order: at 2:06 pm

Approval of Minutes/Secretary's Report: Anita read the September minutes; an approval motion was made by Anita and seconded by Jim.

Treasurer's Report: Gary read the Treasurer's report and noted the print out from the Finance office was not correct for the Senior Picnic balance and has requested a new report. He explained all current and previously approved expenses in his breakdown. Lori made a motion to approve and Eugenia seconded.

Old Business: **1)** Gary reviewed the town wide survey status and we agreed to end the survey on October 16th. **2)** Gary attended a session regarding the Americans with Disabilities Act (ADA) and the changes that need to be made for the disabled at the Senior Center and said ongoing changes and training will be scheduled.

New Business: **1)** Gary handed out samples of the bulletin he submitted to the East Hartford Community Television channel thanking all businesses who donated gifts for the Senior Picnic. **2)** He also handed out samples of the individual Thank You letters that went to each business via postal mail. **3)** Gary read the following expenses for approval: \$25 for two reams of bright white paper for letters and signs, \$30 for reusable table decorations for the October breakfast with the Mayor, \$27 for disposable tablecloths for the October breakfast with the Mayor, \$716.40 for the food vendor for the October breakfast with the Mayor, and \$263.22 for the rental chairs charge at the Senior Picnic. Anita made a motion to approve and Kathy seconded the motion. **4)** Gary read the results of the questionnaire/comment forms completed by seniors at the picnic. This is done as part of our process of continuous improvement for all activities sponsored by the Commission. We received marks over 90 per cent for the

categories of ticket price, overall evaluations, and facilities. We received 80 per cent favorability for the entertainment although the negative comments were about the music either being too loud or too quiet. Gary read all the individual comments and we will discuss during our planning for next year's picnic to make it even better each year. **5)** We discussed the successful pilot program of "Christmas Wish List" with Riverside last year and will increase the number of people we sponsor from 25 to 30. **6)** We discussed the logistics for the October breakfast with the Mayor regarding the change in taking tickets just prior to the food being taken to eliminate people approaching the food line a second time before all tables have been called. We will continue to have the caterer box up any leftovers for seniors to take home as long as the supply lasts.

Opportunity of guests to speak: Both Donna and Ruby asked pertinent questions and were given answers as the meeting progressed.

Motion to Adjourn: Gary asked for a motion to adjourn at 3:32 pm with Anita making the motion and Jim seconding.