

Commission On Aging

Meeting Minutes for 9/6/2022

Meeting Called to Order: at 2:01 pm

SPECIAL NOTATION: Due to the loss of Cheryl Kennedy – Chairperson, we opened the meeting with nominations for a new Chair, who would preside over this meeting and future meetings and responsibilities. Joan Gentile nominated Gary Kelly and Anita Morrison seconded the motion. All were asked if there were any other nominations, and there were none. A vote was taken and it was unanimous for Gary to serve as the new Chairman

Commission Members present: Gary James Kelly – Chairman, Eugenia Perry – Secretary, Maria Potvin, Joan Gentile, and Anita Morrison

Absent: None

Guests attending: Mary Ann Larson – Vice Chair of the Senior Center Advisory Board, Ernie Ricotto, and Erie

Approval of Minutes/Secretary's Report: Eugenia read the minutes from our August meeting and a motion to approve was made by Maria and seconded by Anita.

Treasurer's Report: Gary reported the balances of all 3 accounts and gave a detailed description of all expenses incurred for the upcoming Senior Picnic, ticket sale revenue of \$1,816 for the picnic, and Office Supply expenses related to supporting the picnic. Stamps for picnic invitations were \$8.40, printer paper/ink/name labels for volunteers were \$105.59, drink tickets and printable ticket forms were \$16.56, cups/soda/water for 200 people were \$278.06 (v/s \$600 from vendor), Shop Rite gift certificates for prizes were \$800, Walmart prizes for top 3 best theme dressed were \$225. Expected expenses for Ice are approximately \$50, and expected expenses for theme decorations are approximately \$50. Expected expenses for caterer is \$3,864 unless the head count is increased. We currently ordered 200 meals but have a count of 198 people; if the Commission feels we should increase the meal count to 205 to ensure there is enough food, we could incur an additional cost of approximately \$100. The Commission later voted to keep the food count to 200.

Anita made a motion to accept all incurred and estimated future expenses and Joan seconded the motion. A vote was taken and all members voted to approve all completed expenses, revenue, and expected expenses listed above.

Old Business: Ernie confirmed that he will sing the Star Spangled Banner. Gary discussed the logistics with setting up of tables and chairs and everyone agreed to get there early, between 9:30 am and 10:00 am. Gary stated that both the Fire and Police departments were notified of the event in case of emergencies. We reviewed the list of businesses donating gift baskets to the event that Gary contacted, and we divided the list of who would pick them up from the various locations.

New Business: Gary asked if someone could bring a bowl to use for random drawings of the prizes and Anita volunteered to bring it. Joan made a recommendation to secure a barrel for the recyclable bottles and cans and Anita seconded the recommendation. Gary will make a label for the barrel. Gary made special name badges for all the volunteers helping at the event. Several members brought coolers to the event and Gary collected them to be used to cool down the soda and water for the picnic.

Opportunity of guests to speak: Ernie noted that he would be there to sing and Gary will confirm with him the timing of the song in the program.

Motion to Adjourn: A motion to adjourn was made at approximately 3:18 and all agreed.