

Waterford Senior Citizens Commission Regular Meeting Minutes
December 6, 2016
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Members Present: Carol Sanders, Joyce Vlaun, Kathleen McNamara, D. Judith Crawford,
Anita Collins, Rev. James Johnson, Ruth Auwood
Dina Lopes arrived at 4:08 pm.

Also Present: Sally Ritchie (Director), Ellen Fougere (Assistant Director)
Alison Woods, Vice President and COO of the Community Foundation of
Eastern Connecticut

- I. Call to order: Chairlady Sanders called the Waterford Senior Citizens Commission Regular Meeting of December 6, 2016 to order at 4:03 pm.
- II. Establish a quorum. A quorum was established.
- III. Public Comment: None

The Commission agreed to hear item VI first.

- IV. Approval of the minutes of October 25, 2016. Ms. Sanders asked for additions, deletions, or corrections to the October 25, 2016 minutes.

MOTION: Motion made by Rev. James Johnson, seconded by Anita Collins to approve Meeting Minutes of October 25, 2016 as presented.

VOTE: 7-0-1 (Ruth Auwood abstained) Motion passed.

V. Correspondence

- a. Chelsea Groton Foundation – Grant for Open Door Program declined
- b. Resident – Thank you – Senior Services programs including Open Doors
- c. Thank you to East Lyme Commission on Aging – Open Doors Donation
- d. Thank you to David Chandler – Mindfulness Mediation Program

VI. Planned Giving Sub-Committee

- a. Ms. Ritchie introduced Alison Woods, Vice President and COO of the Community Foundation of Eastern Connecticut. Ms. Woods gave the Commission an update on the Endowment Fund balance and a review of the Fund Agreement.

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b. Approval of Endowment Fund Application Guidelines

The Commission discussed the Endowment Fund Application Guidelines.

MOTION: Motion made by Kathleen McNamara, seconded by Anita Collins to approve the mission statement for the Senior Services Endowment Fund and to send a copy of the approved agreement to the Community Foundation of Eastern Connecticut.

VOTE: 8-0-0 Motion passed.

VII. Committee Reports

a. Review and consideration of the FY' 18 Senior Citizens Commission Proposed Budget.

Discussion of the proposed budget included the new line item to put Instructors in the 51000 series (Personnel Costs).

MOTION: Anita Collins made a motion to approve the proposed Senior Services Commission budget for Fiscal Year 2017-2018 in the amount of \$523,953, plus or minus \$5,000. Joyce Vlaun seconded.

VOTE: 8-0-0 Motion passed.

- b. Nominating Committee – No report.
- c. Transportation Sub-Committee – No report.
- d. Planned Giving Sub-Committee – see VI-a.

VIII. Director/Assistant Director Report for November 2016. (see attached)

Ms. Ritchie summarized the report noting that the Director and Assistant Director provided 102 direct service client hours from October 26 to November 30 unrelated to energy assistance or Renters' Rebate. It was also noted that 221 people are enrolled in fitness classes for the winter session.

IX. Personnel

- a. Administration update – Discussion of the results of the Personnel Review Board meeting on December 5th. Senior Services Director position has been internally posted.

X. New Business

Annual Report was distributed and discussed.

XI. Other Business

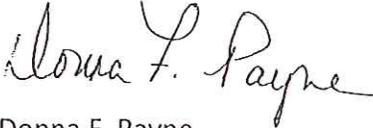
Update on Contractors/Employee designations – Most program instructors have been hired as employees at this time.

XII. Adjournment

MOTION: Joyce Vlaun moved to adjourn the December 6, 2016 Regular Meeting of the Senior Citizens Commission at 5:22 pm. Seconded by D. Judith Crawford.

Motion passed.

Respectfully submitted,



Donna F. Payne
Recording Secretary