

**Council on Aging Board Meeting  
Milano Center  
September 21, 2023, 8:00 a.m.**

**ATTENDEES****Board Members in Attendance**

John Capuano, David Kourtz, Ellen Cobau, Kristin Thorp,

**Absent**

Greg DeLaurier, Margaret Ivins,

**Other Attendees**

COA Director Erica Brown

Called to order at 8:09 am by John Capuano President.

Minutes of the August 17, 2023 Board meeting – **in meeting packet**

Approved unanimously

**Executive Directors Report – in meeting packet**

Items of note:

Victorian Fair, Mayor's Resource Fair and Staff Meeting reports.

Erica Brown approval as Executive Director of the Council on Aging will be completed at City Council September 22 meeting.

Pavilion work report.

James Conforti – Milano Center Manager has started and is working out.

Diane Ardizzoni – Administrative Assistant has started. This hire was directed by City of Melrose HR.

Discussion about how to set up privacy guidelines in order to make sure that all staff and volunteers understand. Erica will talk to City about what is already in place.

Needs Assessment is proceeding. Postcards went out. Survey is online. Hardcopy to follow.

Snow Angels program is being disbanded. There were too few volunteers to make it useful. We will find ways to provide referrals

Veteran's Affairs has responded to Stacey's letter of concerns. We will continue to think of ways to deal with space issues.

Approved Executive Directors Report unanimously.

**Friends of Milano Center – No report****Strategic Planning Report – No report.****Old Business – None****New Business –**

Erica will talk to Mora Sullivan about joining the board. In Feb John will finish his time, and Nancy can be asked to rejoin. If both of those happen we will have a full board.

Next meeting will be held at Milano Center 201 West Foster St 2<sup>nd</sup> Floor Conference Room at 8 am on Thursday October 19th, 2023.

Meeting adjourned 9:11 am –approved unanimously

Submitted by Kristin Thorp