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By City Clerks Office at 3:22 pm, Aug 14, 2025

**Council on Aging Board Meeting
Milano Center
August 14, 2024**

Attendees:

Board Members Present:

- Philip Hermann
- Margaret Ivins
- David Kourtz
- Kristin Thorp

Board Members Absent:

- Ellen Cobau
- Nancy Messina
- Maura Sullivan

Other Attendees:

- Erica Brown, COA Executive Director

Call to Order:

- The meeting was called to order at 8:07 AM by Chair David Kourtz.

Approval of Minutes:

- The minutes from the June Board Meeting, included in the meeting packet, were approved.

Executive Director's Report:

- **Milano Center:**
 - **Staffing:** Cheryle Lee has been hired as a part-time assistant and will be working on Tuesday and Thursday afternoons.
 - **Olympics:** The recent Olympics event was a tremendous success, featuring 34 events over nine days. There were 186 unique participants and a total of 398 check-ins.
 - **Facility Upgrades:** New tables and cabinets are scheduled for installation, with a target completion date in August or September.
- **Council on Aging:**
 - **Age-Friendly/Dementia-Friendly Initiative:**
 - A grant related to this initiative will be presented to the city council on August 19th. The Health Department has offered support with mapping, and a social work intern is currently developing a resource guide.
 - **Earmark Grant for New Van (\$50,000):**
 - Erica will collaborate with the Department of Public Works (DPW) to expedite the process. Additional funding might be necessary, depending on the specific van chosen and the needs of both the COA and the City of Melrose.
 - **UMASS Boston Presentation:**
 - The presentation is scheduled for Wednesday, October 9th, at 6 PM. The event is expected to last about an hour.
 - Erica has discussed the presentation with the mayor and will send a draft version to the Mayor's office beforehand.

- MMTV will cover the presentation, and Erica and the board will develop a programming and workshop schedule for future MMTV coverage.
- Kristin will convert the current recommendations document into a draft slide presentation for the board to review before the next meeting.

Next Meeting:

- The next board meeting is scheduled for Thursday, September 19th, at 8:00 AM in the 2nd-floor conference room of the Milano Center.

Adjournment:

- The meeting was adjourned at 8:57 AM.

Minutes respectfully submitted by Margaret Ivins, Vice Chair