

**Elderly Commission
Regular meeting
December 12, 2023
Oxford Senior Center**

Present: Rae Bailey, Joyce Niestemski, Sue DeScheen, Don Mayer, Bety Andrews, Sandy Arburr, Edee Witham

Absent

1 **Call to order/Pledge of Allegiance**

Meeting called to order by Joyce Niestemski at 9:30

2. **Amendments to the agenda:** none

3. **Audience of Citizens** Peg Hamila

4 **Review and Approval of Minutes:**

Minutes approved with a motion by Don Mayer and a second by Rae Bailey. Motion carried.

5 **Correspondence: None**

6 **Municipal Agents Report:**

- Need to put menu in newsletters
- Missing piece for education to people not being reached
- Need to advocate for seniors with programs that are available
- Renters Rebate is the next resource available in May for Seniors
- Work continues slowly to build resources for educating Oxford Seniors on resources available

7 **Director's Report:**

- The senior center has 2,341 members to date and 1,231 mailing labels. The membership has been revised and continues to need ongoing maintenance for accuracy. Ann Cummings continues to oversee the platform of My Senior center adding and updating the database

Membership: The 2024 membership drive is now underway. We are at 131 renewals currently. Reminders will go out in the January/February newsletter

Senior Center Donations Received-we received many donations from local community businesses and organizations as well as center members

- The Oxford Tavern House-Donated 2-\$50 gift cards
- The Sitting Duck-Donated \$25 Gift Card
- Market 32- Donated \$25 Gift Card
- Oxford Baking Company-Donated \$25 Gift Card
- Quarry Coffee-Donated \$25 Gift Card
- Oxford Pizza-Donated \$25 Gift Card
- Brookside Inn- Donated \$50 Gift Card
- -Fritz Snack Bar-Donated \$254 Gift Card and Mug
- Ann Marie Cummings-volunteer and member donated a \$25 Quarry Coffee gift card, a handmade wolf diamond painting and a handmade hook rug
- Edee Witham, Center and Elderly Commission member donated a \$25 gift card to Seymour Nails
- Oxford Dermatology Offices at Quarry Walk
- Compassionate Homecare
- Joyce Niestemski, Chair of the Elderly Commission and center member donated a \$10 gift card to Dunkin Donuts
- Karan Schmelzle Senior Center member donated a box of Belgian Chocolates
- Rhoda Berger, Senior Center member donated from Chatfield A snowman yard sign and lighted candy canes
- Mary Jane Ives, Senior Center member donated 2 handmade paintings

- Many items were donated by the senior center crafters, quilters and hookers

Tax preparation:

I met with Town of Oxford and the AARP Tax Preparation team. The Tax preparation will be held at the lower level of the Town Hall. This move will allow more space and privacy for the program. It was decided that the advertisement will be put in the newsletter

Programming:

- **Bingo**-process has been a success and the program is growing. Ann Marie Cummings is now our official Bingo caller.
- **The Grab and Go meal program**- Program is off to a slow start. We have had inquiries and served approximately 5 clients the first week. The meals are picked up Thursdays between 2 and 3 at the center. Elaine is offering separate delivery this year to both Oxford Greens and Crestview Senior Living. I will include the menu and some bolded information about the program in the January/February newsletter
- **Center Café**: Center Café numbers are very low. Averaging approximately 5-10 monthly. I will look to work with Elaine to offer the program on a day that has a larger event so members can enjoy a meal before an event such as Bingo
- **Music/Entertainment**-We are once again scheduling music with our special event and monthly parties. We will begin pre-booking for 2024 to ensure we get the best variety of talent.

Motor Coach and Extended Trips

Caribbean Cruise- April 7, 2024-Caribbean Cruise is now closed and final payments were due on December 7th. Most travelers are paid up but a few need to be contacted. We will be scheduling a meeting for the travelers in February with Landmark Tours and Cruises for the last-minute details

- We continue to look at revising the trip and travel policies which we hope to have ready to implement come January 2024

Senior Center Bus Trips: December 2023

- Good Speed Opera House: The final show of the season will be December 14th, the show is sold out,

Trip/Travel-Reimbursement Policy

A policy has been drafted for reimbursements for trips, travel and events at the center. There have been several instances where individuals are signed up for a trip or event and cancel last minute and expect a full refund. We have clarified in the November/December newsletter and in our advertising that when the cancellation is last minute and no replacement can be found the money is non-refundable. This is also the case with folks who arrive late- miss the bus and request a full refund. This needs to be addressed in the Senior Center Member Handbook being created and also as we advertise trips at the center

November Programs and Events;

- Thanksgiving Luncheon-Mattei's November 14th- 48 signed up for this event, event was a success and everyone was pleased to see musical entertainment being offered again. Dom Peluso did a fabulous job
- Chili Luncheon was a success

December Programs and Events

- Wednesday, December 6th the annual holiday party was held at the Grand Oak Villa in Watertown. The event was well received with wonderful food, music, raffles and dancing. **We will be revising some of the procedures for sign-up and table assignment for the 2024 holiday party.**
- December 14th- Goodspeed Opera House- Dreamgirls. The day will consist of lunch at the Gelston House and the show. More details to come. Sign up will begin in November. This will sell out quickly and we are trying to refrain from starting sign up too early and having money left at the center.

Transportation: Work continues

- A new job description has been drafted and submitted to Town Hall for approval.
- Recruitment will soon begin for the Dispatch/Scheduler admin Assistant position
- Driver Michael Alberti has returned to his role as a driver
- Ridership numbers and requests are increasing. implementing a structure to track number of riders and the increase over a period of time.
- The final draft of the Transportation Policy and Procedure including an application is currently being reviewed by Town Hall. Continue pending implementation of this policy
- Vehicles in need of repair and maintenance including tires will be scheduled the week of December 25th while the Center is closed.

Facility Updates:

- 3 lamppost lights were out in the front parking lot, light bulbs have been received. Waiting a bucket truck for replacement
- Work was conducted in the furnace room on the hot water heater. The compressor needed to be replaced. The work was completed quickly and timely. The Center was able to remain open safely during this time
- The center is currently being reviewed for changes, reorganization and deep cleaning during the holiday closure. We are having some difficulties obtaining a service for deep cleaning but are waiting call backs.
- HVHD quarterly inspection took place December 11th 2023. I met with the new inspector and discuss expectations. There are a few corrections we need to take care of and I will be working on ordering what we need in house.

Senior Center Updates;

- Instructor Jeanne D, who leads our regular Yoga Class on Tuesday's started Chair Yoga Class on November 20th, Monday's 9:30-10:15. Cost is \$5. per class and will be paid directly to instructor
- Instructor Bobbi K had her surgery and has returned
- Room reservations – I continue to work on creating a space reservation calendar for all programs and events to assure that we are creating inviting welcoming spaces and avoiding cross reservations in rooms and spaces
- I am looking to have a lead contact for each event, program and activity for communication purposes and recruiting. This area is a fluid work in progress.

Communications:

- Newsletters were mailed in October for both November and December. The Newsletter will be completed for both January and February then I would like to explore doing a seasonal newsletter. Spring/Summer, Fall/Winter with special events being announced on our Town site and posted at

the center. This would provide advanced notice to our members for upcoming event and reduce cost of postage.

New Business

- Discussion about price of classes including crafts and exercise. May exercise classes are not getting the numbers needed to balance the budget of the price of class. Discuss options. Question on caregivers participating

I once again would like to express my deepest gratitude for the warm welcome to my new position and the guidance that many have provided over the last 2 months. A very special thank you to the members of the commission and also Anne Marie Cummings and many others for all the support and assistance. I look forward to a bright future here at the Oxford Senior Center. My door is always open.

8 **Budget Review:** Doing ok

9. **Old business:**

- Update on maintenance person- maintenance person is being trained
- Christmas fair- Made money
- Christmas Party- made \$500. On raffle

10. **New Business:**

Ann Marie Cummings has stepped up to the place- cudos to Annie. Excellent creativity in craft room. Cudos to people who come every day

Discussion on youth at center- anytime we can have youth to center it's welcome

Pool players- if not member cannot play

11. **Other Business:** none

12. **Adjournment:**

Meeting adjourned at 11:15 with a motion by Betty Andrews and a second by Don Mayer. Motion carried

Respectfully Submitted,



Kathleen O'Connell
Clerk

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TOUCH OF COUNTRY