

AGENDA



Council on Aging Board Meeting

Date of Posting: Monday, November 20, 2023
Date of Meeting: Thursday, November 30, 2023
Time of Meeting: 10:00 AM
Location: COA Center

Agenda

1. Attendance and Pledge of Allegiance
2. Review of October Meeting Minutes
3. Outreach Review
4. Center Updates
5. Finance Update
6. Old Business
 - a. Front door decal
7. New Business
 - a. Walpole Housing Authority Update
 - b. Master Plan Update
 - c. Friends of Walpole Elders Update
 - d. Select Board Update
 - e. Looking Ahead to upcoming meetings
 - i. February 2024 Meeting – Jim Johnson
 - ii. Also to start in February – meetings every other month with a member of the Select Board on the 4th Wednesday
8. Open Forum

Walpole Council on Aging Board Meeting

November 30, 2023
10:00AM
Old Colony

Attendance & Pledge of Allegiance

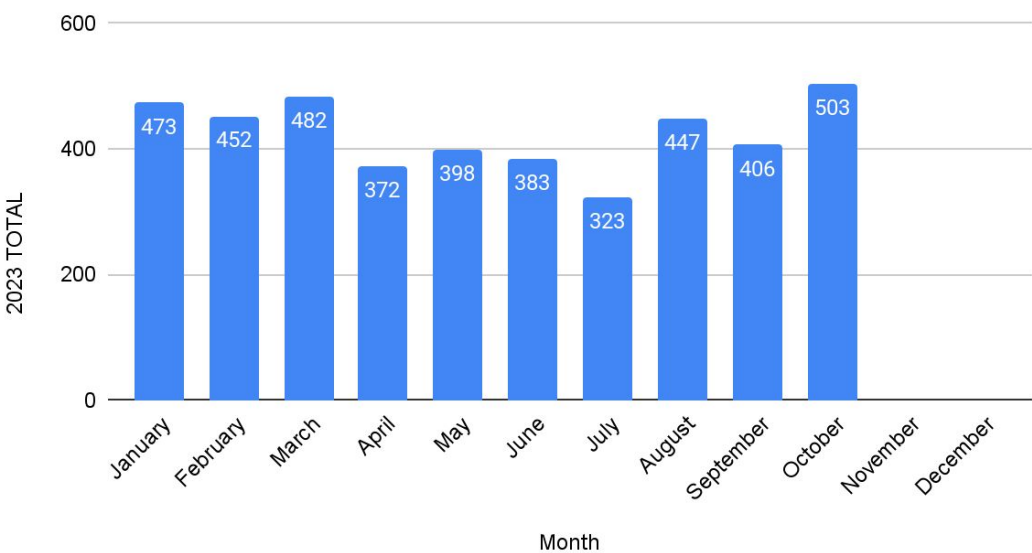
Review of October Meeting Minutes

Outreach Review

October by the Numbers:

- **475** Total Outreach to **253** Unique Individuals
- Most Common Outreach methods
 - Phone - 255 calls
 - In Person Office Visit - 169 visits
- Most Common Referral method
 - Self - 364
 - WCOA Staff Member - 10
 - Family Member - 41
 - Friend/Neighbor- 14

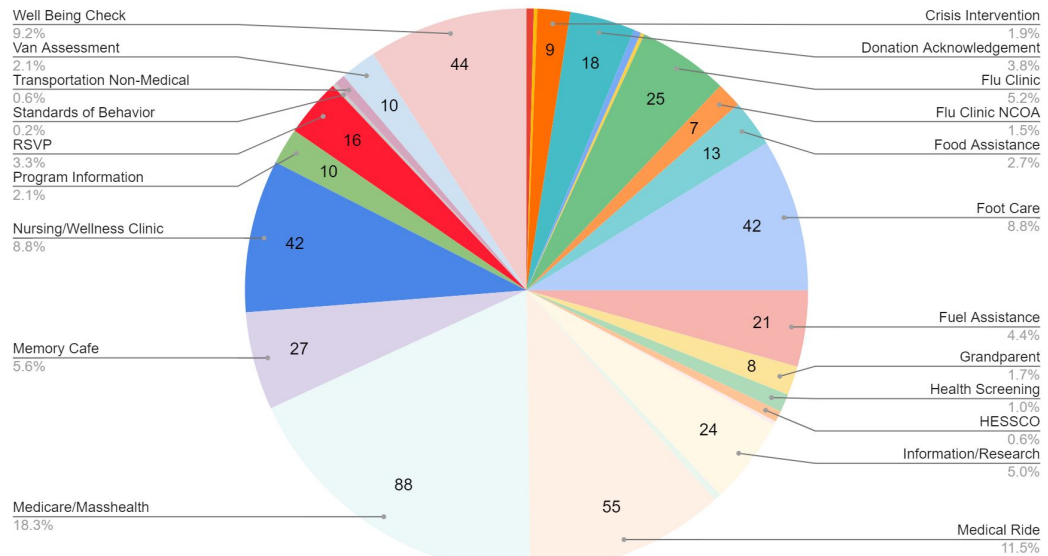
2023 Outreach Month Over Month



Outreach Year Over Year

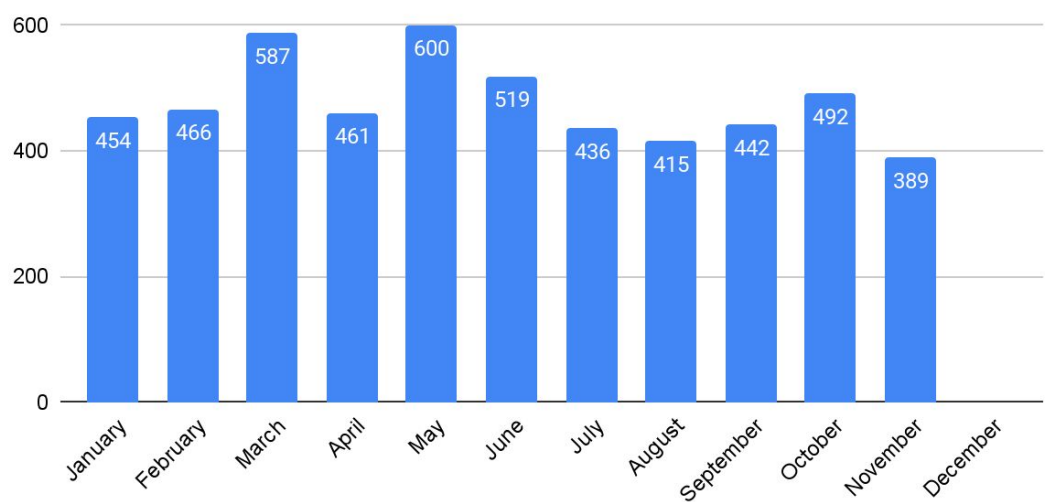


OCTOBER OUTREACH BY CATEGORY



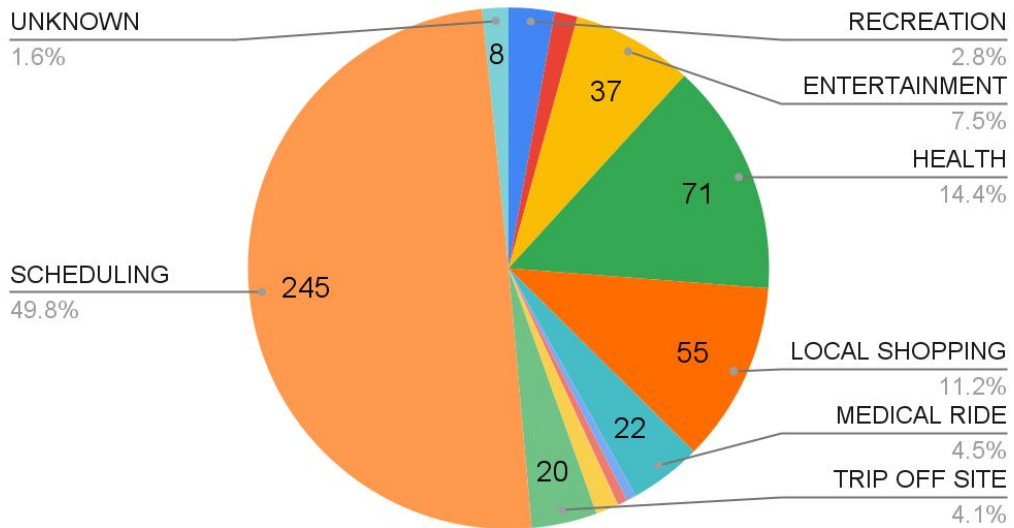
Outreach Review

2023 Total Rides Per Month

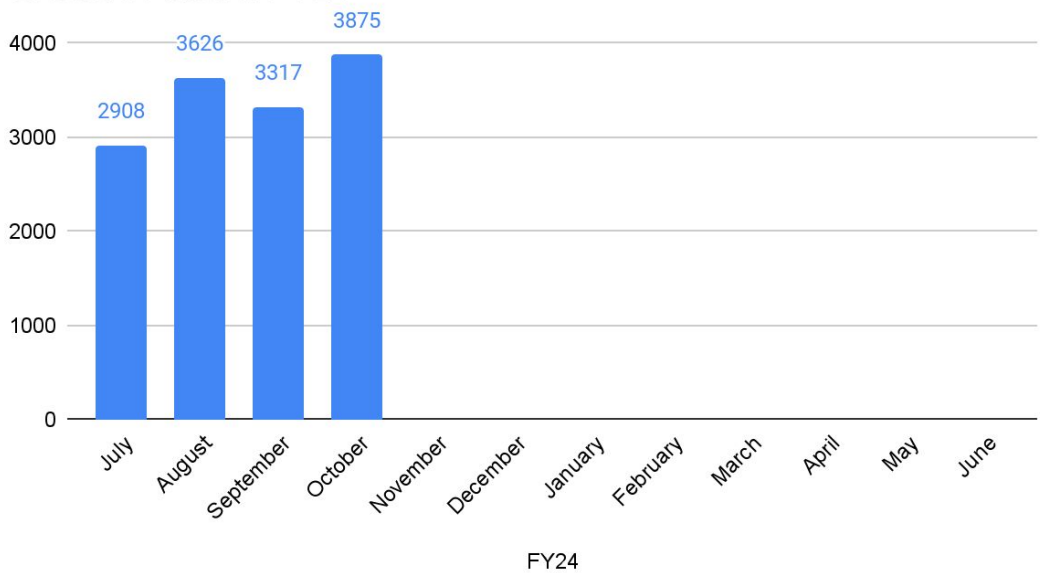


Total Rides per Month

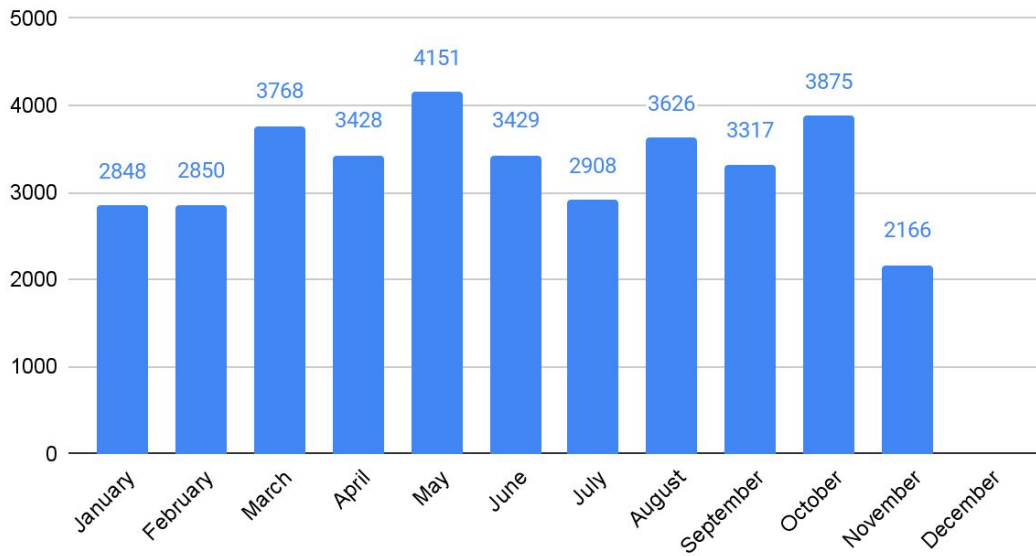
TOTAL RIDES BY CATEGORY - OCTOBER 2023



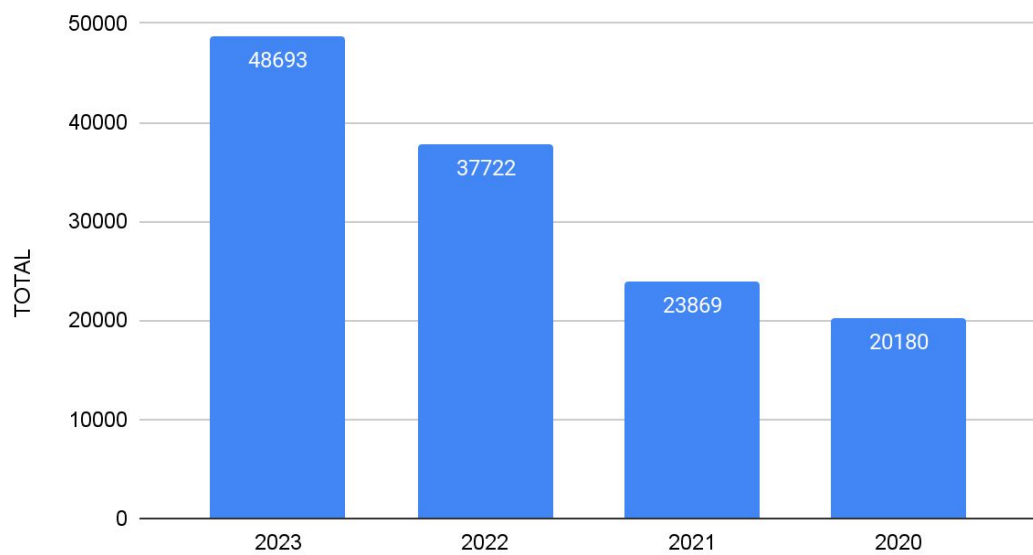
Check In Count FY24



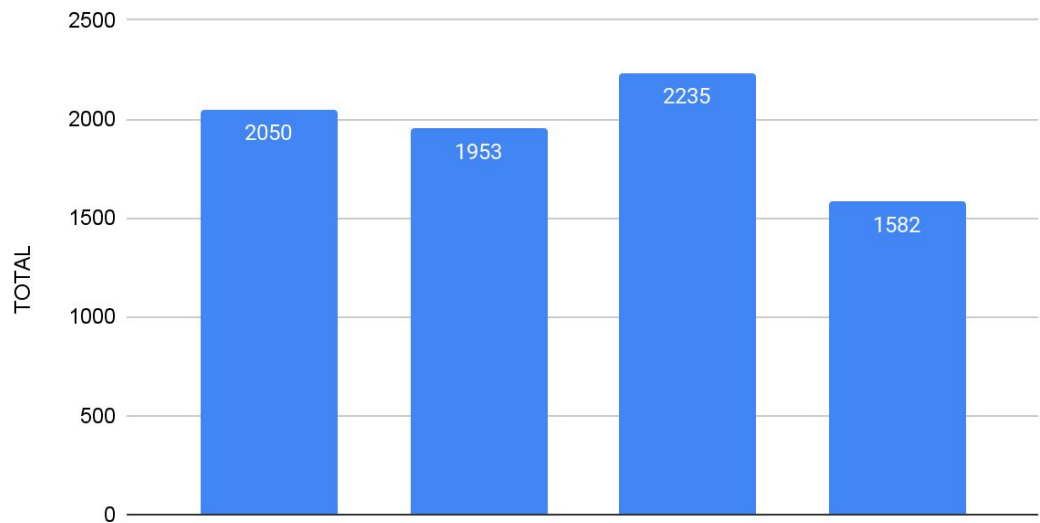
2023 Participant Check Ins



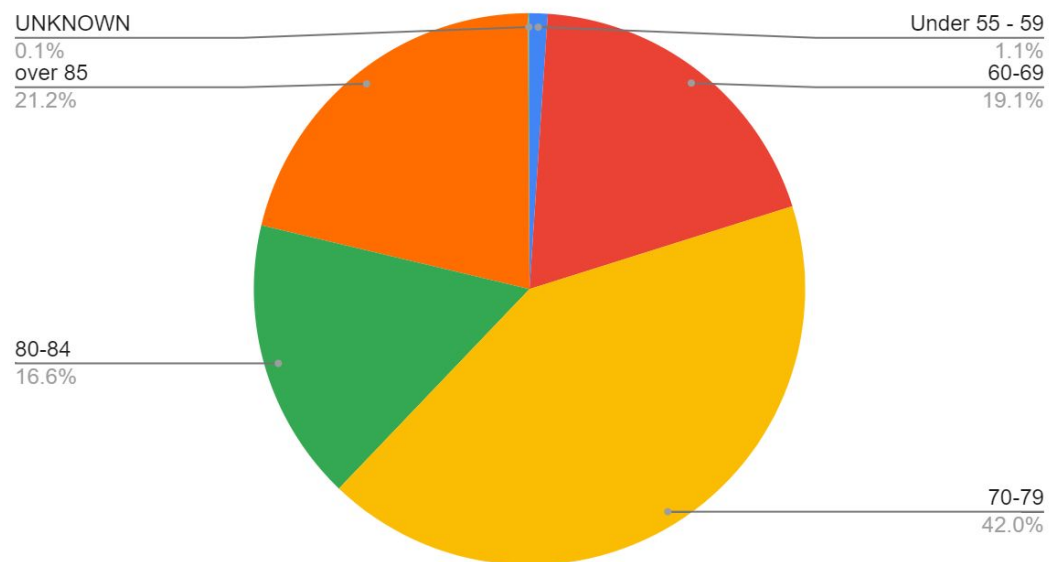
Total Participation YOY



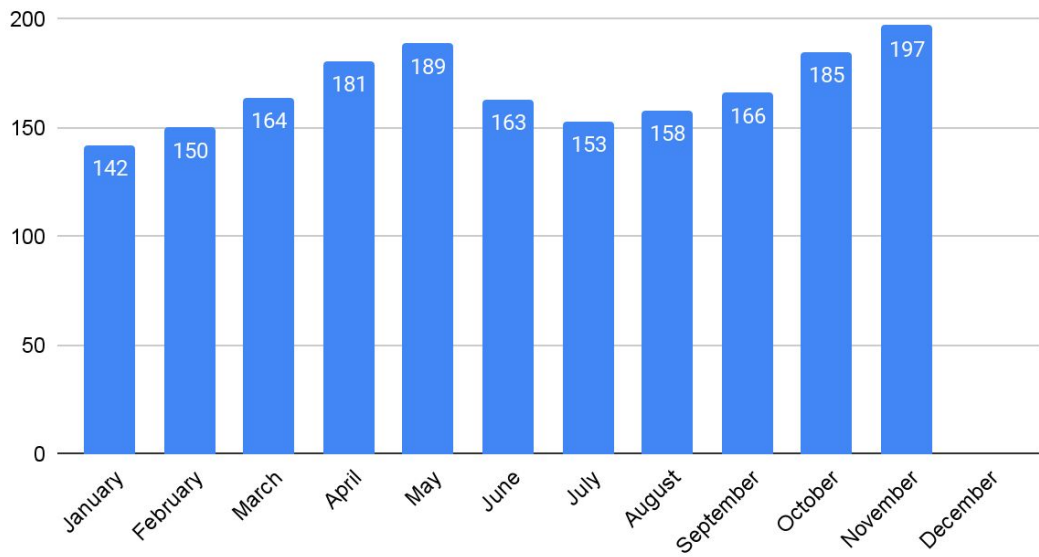
Unique Participation YOY



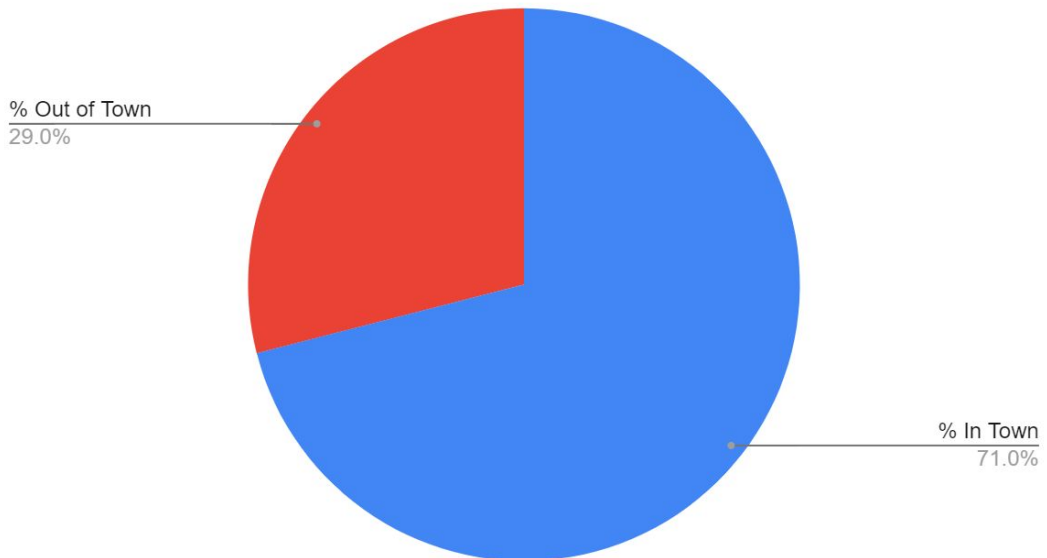
Check in by Age Group - FY24



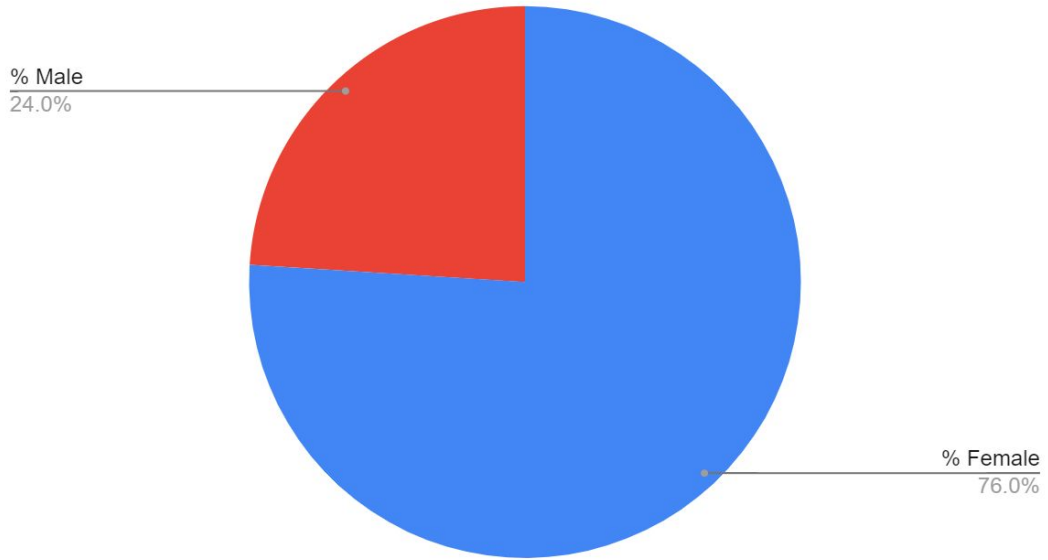
2023 Average Daily Attendance



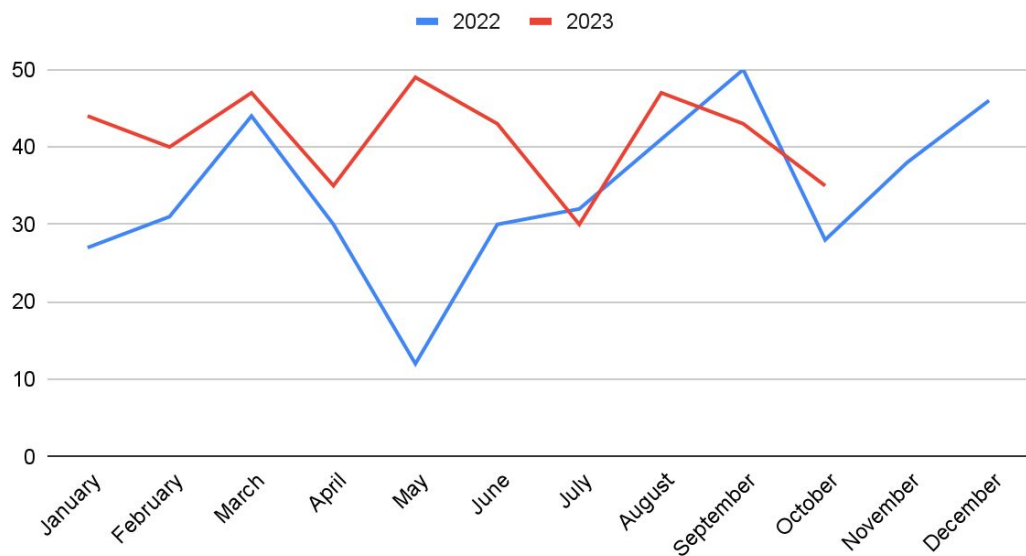
In Town and Out of Town Participation



Female and Male Participation



Year Over Year New Members



Center Update

NCOA Vaccine Initiative

- We have distributed 384 gift cards to the community with proof of flu vaccination (37 remaining to be assigned)

Staffing Update

- Laurel will be retiring and her last day will be December 13th (we are planning a retirement event that day)

Noteable

- Center closed on December 22nd, December 25th, January 1st, January 15th
- Soup Lunch with New Pond Village, selling OUT in minutes!
- Holiday Open House, Friday, December 15th
- Finalized and submitted budget to Town for review, level funding with some changes within individual line items to better represent current spending
- December/January registration - 300 calls and walkins, Deb and Kerri worked until 7pm to get through the calls and messages. Some changes coming for registration process in February.

Finance Update

Council on Aging Operating Budget

Total Budget
\$42,600.00
Expenses
\$8,453.38
Balance
\$34,146.62



EXPENSES	TOTAL THIS MONTH	TOTAL THIS YEAR	APPROPRIATION	REMAINING	% REMAIN	% USED
Electricity	\$ 688.61	\$ 2,158.67	\$ 11,000.00	\$ 8,841.33	80.38	19.6
Water	\$ -	\$ 987.33	\$ 4,000.00	\$ 3,012.67	75.32	24.7
Equipment and Repairs	\$ 245.71	\$ 245.71	\$ 3,000.00	\$ 2,754.29	91.81	8.2
Training and Development	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	100.00	0.0
Postage and Courier	\$ 18.21	\$ 37.35	\$ 400.00	\$ 362.65	90.66	9.3
Printing and Copying	\$ 14.05	\$ 59.88	\$ 1,200.00	\$ 1,140.12	95.01	5.0
Gas & Oil	\$ 577.54	\$ 1,821.25	\$ 8,000.00	\$ 6,178.75	77.23	22.8
Office Supplies	\$ 847.72	\$ 1,213.45	\$ 7,000.00	\$ 5,786.55	82.67	17.3
Travel In State	\$ -	\$ 17.03	\$ 500.00	\$ 482.97	96.59	3.4
Due and Memberships	\$ -	\$ 1,539.84	\$ 3,500.00	\$ 1,960.16	56.00	44.0
Meetings and Conferences	\$ -	\$ -	\$ 500.00	\$ 500.00	100.00	0.0
Miscellaneous	\$ -	\$ -	\$ 750.00	\$ 750.00	100.00	0.0
Office Equipment	\$ 310.88	\$ 372.87	\$ 1,250.00	\$ 877.13	70.17	29.8
	\$ 2,702.72	\$ 8,453.38	\$ 42,600.00	\$ 34,146.62	80.16	19.8

*Updated to October 31, 2023

Finance Update

Council on Aging Operating Budget Formula Grant

Total ESTIMATED Budget
\$35,000.00
Expenses
\$3,985.95
Balance
\$31,014.05



EXPENSES	TOTAL THIS MONTH	TOTAL THIS YEAR
Supplies	\$ -	\$ 327.00
Fitness Wellness	\$ 1,341.00	\$ 2,388.00
Repairs and Maintenance	\$ -	\$ -
Equipment/Furnishing	\$ -	\$ -
Facility Maintenance	\$ -	\$ -
Print Copy	\$ -	\$ -
Postage	\$ -	\$ -
Dues and Licenses	\$ 1,080.30	\$ 180.60
Newsletter Printing	\$ 726.63	\$ 1,090.35
Conference Education	\$ -	\$ -
Volunteer Recognition	\$ -	\$ -
TOTAL Utilized	\$ 3,147.93	\$ 3,985.95
Remaining		\$31,014.05
% Remaining		88.6
% Used		11.4

Formula Grant Information

Balance Forward from Previous FY23	\$ 45,867.55
FY24 Funding Federal Census of 6416 seniors at rate of \$14	\$ 89,824.00
Total Estimated FG Funding FY24	\$ 135,691.55
Total Estimated FG Salary for FY24	\$ 55,000.00
Total Estimated FG Expenses for FY24	\$ 35,000.00
TOTAL FG SPEND	\$ 90,000.00

** updated to October 2023

Finance Update

GIFTS OCTOBER 2023

GIFTS RECEIVED	
\$ 100.00	R Doherty
\$ 250.00	J DiPietro in memory of Giuseppe DiPietro
TOTAL	\$ 350.00

GIFT ACCOUNT INFORMATION	
\$ 15,892.40	PREVIOUS BALANCE
\$ 350.00	GIFTS (+)
\$ 1,180.56	GIFTS UTILIZED (-)
\$ 14,711.84	GIFT BALANCE

GIFTS UTILIZED	
\$ 6.99	Expenses Events
\$ 894.51	Other Expenses
\$ 279.06	Breakfast Café Expenses
TOTAL	\$ 1,180.56

EXPENSES EVENTS ITEMIZED	
	Amazon Jerk Paper Cap for Restaurant Party
\$ 6.99	Hats
TOTAL	\$ 6.99

BREAKFAST CAFÉ EXPENSES ITEMIZED	
\$ 279.06	Reimbursement to Deb for Items
\$ 113.00	WPS Breakfast Café Invoice Difference
\$ 109.98	P Card Restaurant Store Soup Kettle
\$ 72.38	AMZ Breakfast and Soup Lunch Items
TOTAL	\$ 279.06

OTHER EXPENSES ITEMIZED	
\$ 112.60	Reimbursement to J Hinds for Walker left at Castle Island
\$ 270.29	P-Card Restaurant Store Detergent and Drying Agent for DW
\$ 78.85	P-Card Kennedy Oak Case for Cert and Flag
\$ 134.95	Reimbursement to Bill Abbott for Fall Décor
\$ 297.82	Boston Bean Difference 10/10
\$ 894.51	TOTAL

Old Business

Front Door Decal

New Business

- Walpole Housing Authority Update
- Master Plan Update
- Friends of Walpole Elders
- Select Board Update
- Looking Ahead to Upcoming Meetings

Open Forum

NEXT MEETING

December Meeting

December 28, 2023