Members Present: Irene Buck, Tony Cestodio, Marie Fontaine, Bill Gifford, Muriel KoKowszka ,

 Eileen Moncrief.

Members Absent: John Cabral

Also Present: Beverly Bisch, Director. Richard Brewer, Select Board Member.

1. Call to Order

 Meeting was called to order at 9:00 AM.

1. Bill Gifford gave a memorial to a longtime friend and supporter of the WCOA, John Lynch who passed away in December. John was always willing to help. He was a gifted volunteer who built everything and led projects that made the COA a better place. John’s family asked that COA be the beneficiary of any donations; in lieu of flowers.
2. Minutes

 The minutes of the December 13 Board Meeting were approved unanimously after the motion

 was made by Tony Cestodio and seconded by Marie Fontaine.

1. Treasurer’s Report

 The comprehensive Financial Report was provided by Muriel Kokoszka. She explained each of the

 financial statements and answered questions regarding specific entries. In future meetings, she

 will provide a more in-depth explanation of entries and each account; income and expenditures

 and how they fit into the Town’s budget. Motion to accept made by Bill Gifford, seconded by

 Tony Cestodio.

5. Director’s Report

 Beverly Bisch covered the correspondence. She went on to explain that the emergency supplement to

 food stamps will be eliminated after the March 1 supplement. Could mean a decrease of $90/ mo.

 She went on to explain the complex rules and funding of Food Stamp program. Bev explained the SNAP

 and the HIP programs and answered a number of questions asked by the Board members. Bev

 will see that the outreach workers, especially Cindy make clients aware of this drastic change in

 benefits.

 Bev went on to explain the variety of grants that the WCOA has been awarded to supplement the

 budget provided by the Town. A focus of the program has been made to provide transportation

 services to the seniors. There are 156 miles of roads and only 6 miles of public transportation

 throughout the Town. The effort to provide free or subsidized transportation services is

 strongly supported by the Police and Fire Departments for health and safety. Most of the

 transportation provided is for medical and shopping trips. Uber and other services could cost

 $35- $55, one way. Richard Brewer is on the CERTA Advisory Board and will ascertain the funding

 formula due to change in allocation.

 Bev went on to report that

* The roof leak may have been finally fixed , since there has been no additional leaks.
* CEO of Bristol Elder Services, Judy Klein, passed away suddenly before the holidays. Therefore no meeting or report from the organization for this month.

6. New Business

* Marketing Plan

 Marie Fontaine is working to develop a survey that will be sent by USPS to all Westport seniors to

 identify the needs of individuals and expectations of the community. The goal is to

 understand our audience and how to better respond. The expectation is to mail the

 questionnaire to each home by the end of January with a response date of March 3.

 Advertising/ a press release will be needed to assure a meaningful response. Richard

 Brewer recommended to include the 200+ member Westport

 Point Neighborhood Association. This effort is grant funded.

* Staffing Needs

 Bev Bisch explained that she has been trying to work with the Town’s Personnel Board to

 determine the best way to proceed in requesting guidelines for three positions; one new and

 two existing but open.

 The new position is an Assistant Director position. It is a part time, 19 3/4 hour/

 week professional position. This is an important position to facilitate the programs and

 activities of the Center. It is also expected that a person in this position can help publicize

 programs and events. Several of the duties of the two open positions of Volunteer

 Coordinator and Meal Site Manager could be absorbed into this new position.

 Programs previously offered, as nutrition, health and food preparation could be enhanced.

 Bev will report on progress at the February meeting.

* Tech Program

 The Winter Tech Class schedule has been established and published. The Tech Cafe is open

 and we are looking for additional volunteers and hope to work with the schools. Eileen Moncrief invited

 members to attend and see the classes in action. New equipment was purchased through a

 Bristol Elder Services, Inc. Title III grant.

* Development of Sub-Committees

 Vice-Chair, Tony Cestodio is recommending that subcommittees be developed to address specific

 areas and tasks needed to be addressed. These would be ad hoc sub-committees and

 would do research on a topic/ issue, then providing a report to the full board. This could

 include reestablishing the Building Subcommittee and others. This could maximize the efforts

 on specific topics and efforts of the Board in a more efficient and timely manner.

* Muriel Kokoszka reminded Irene Buck, Chair, that the Town requires that meeting do not run more than two hours. Irene would like to see the Board meetings run for closer to one hour, but long enough to cover all the work that needed to be covered.
* Meeting adjourned at 10:31AM. Motion made by Tony and seconded by Marie,

Respectfully Submitted by

Eileen Moncrief, Board Member