

Director's Report submitted by Karin Dynice-Swanfeldt JUNE 2019

- The month of June found us here at The COA very busy. As we head into the summer our numbers usually drop but that does not seem to be happening. Even with our Home cook Meals no longer being offered our regular numbers are holding steady.
- I found that we were short staffed during this month with our MOW person out on a medical leave. We shifted our directions and all duties were covered once again with everyone one helping and service was offered with the top quality as it always is.
- All staff evaluations for completed and all staff will receive their increases in salary for FY2020.
- Our new nutrition coordinator Jane Morriss, attended the Servesafe training through MOC this month. She passed with a 92%. She has one more training to complete and then we will be allowed to apply for permits to do in house cooking through the Nashoba Board of Health. We hope to offer a surprise meal monthly to our regular crowd. We are very happy about this.
- Jean and I met with the Assistant Director of the Ayer Library this month to begin working on collaborating with activities. We DO NOT have the space to continue with activities or events in the space which we are currently working in. We have out grown this space and in order to have any new activities we thought joining force with the library and their space was an awesome idea. This was an awesome meeting of the minds with some exciting ideas shared. We are looking at having Sam come to the Center to meet our gang and then hoping to begin working together come September. I am excited about this union seeing our space is too small and falling apart.
- I wrapped up our FY19 budget with great success. We are now moving into the FY20 budget year. I am very, very careful with the spending here at The COA and work very hard to stay within our budget. It does concern me and always has that our budget is so small for such a large number served here at the COA. We have just under 1,200 folks 60 years of age and over. We are a service related department which does reach out to more people than actually walk in our door. On average we see or hear from anywhere between 200-400 people per week. There is so much this department offers to this community. We are

a very busy department with a very small staff but we do get it done
ALWAYS!

- Once again Thank you Tiny's for taking such good care of us on our dining out evenings!!! We are looking at changing our dinning out nights so that it is more cost effective for our gang. So one of the dinners will be the beginning of the month with the other later in the month. I have spoken to our gang and this is what they feel would work for their monthly budgets. This change will be in place for September.
- All monthly bills paid on time
- All monthly reports written and submitted on time.
- All monthly meetings were attended.
- All of my responsibilities as the COA Director have been fulfilled.
- I received some sad news this month by receiving Michael Murphy's letter of resignation as of July 31, 2019. Michael has been a part of my team for 5 years and he is loved by all. He will be MISSED!! I have completed the paperwork necessary to post his position in-house with a posting ready to recruit outside if needed. We wish Michael all the BEST!!
- The COA Executive Board will be meeting with the Towns Team to discuss our feasibility study work. We are looking forward to discussing ideas, needs and desires for the COA future!! This process has taken a long time to get to but we are here. I am blessed to have a very ACTIVE board that really cares and knows what is needed for the future!!!
- This month also brought to us our own Facebook Page. With the help of IT person Cindy Knox she and I have put this page in place. This is so much more helpful when I need to get important information out to the public. I am very excited to have this site to work with.
- Jean and I attended an off -site meeting with MHC (Montachusett Home Care) new Director and staff. We were able to connect with new staff in new positions with this company. This is the company we use for many of the services our clients need. We are hopeful that these new changes will be most helpful in the work we do day in and day out! This is what we tend to every day that most people are not aware of!!! The confidential part of our department.
- All of our Fall activities are posted and ready to roll. We have some super fun stuff planned on-site and off-site. Jean is always busy with posting, registration, and collecting money if need for an event.

- Keep your eye on our month Newsletter, Action Unlimited and Cable TV as well as our Town Website and now our FACEBOOK PAGE for all of our coming events and activities. We are beginning to plan our spring events and activities. We are looking at different, NEW activities for our afternoon programming. We try to offer whatever folks are looking for, sometimes we are successful and other time we are not. However we are willing to try anything people are interested in doing. So bring us your thoughts and ideas.....remember we are here for you!!