

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

- The month of July flew by for us here at the COA. Our numbers have been holding steady and actually growing which is AWESOME for the summer months. Many new faces are coming through our doors.
- July was the month of vacations for my staff. With vacations comes days when we are short staffed. We did have some illness this month and that would leave two of us in the Center to operate our daily services. Between answering the phone, making appointments, deliver meals on wheels, preparing and serving lunch daily, and working daily with clients face to face, meetings and tons of paperwork it can be very difficult to operate in the quality I expect. There were days here in July that there was only one person in the Center and our driver so I could attend meetings. This department is growing in leaps and bounds and I feel it is not safe for any of my staff or myself to be alone in the Center with clients if something were to happen and EMS needed to be called. I am hoping in the future we may be able to look at growing my staff. Fingers crossed!!!
- Jean and I met with the new Director of Nashoba Park this month. She is so full of energy and exciting ideas. I hope to continue to work together as we have for the past many years, we actually provide their transportation for their clients. It was a wonderful meeting between all of us, I look forward to the future with Miss Libby!
- We had our first meeting with the Team for the feasibility study for the new COA building. Many ideas were shared and different locations were discussed. After the discussion took place we were all giving assignments for the next meeting. This is a huge project for us and the town of Ayer which I will see through to the end. This has been a 20 year goal of mine. And it is so needed for the future!!!
- 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.
- We lost Michael Murphy the end of this month, he has relocated to Maine. He had been on board with us for 5 years. And will be missed. I have been in the process of advertising for the position which has a process which needs to be

followed for the town and it takes time. I am hoping to fill this position by the end of August.

- Our Facebook page is being looked at by many folks from all around. It is so nice to be able to post events, pictures and all that folks need to know on this social media unit. Also the Action Unlimited is printing our articles every other week which are being read by over 4000 people in Ayer and surrounding communities.
- 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!!