



APPROVED

Town of Newbury Council on Aging  
Meeting Minutes  
Date: Sep 19, 2022

**Members in attendance:** Joyce Machiros, Bill DiMaio, Susan Grillo, and Damon Jespersen, Chris Howe

Damon made a motion to begin the meeting, Chris seconded.

No one here from the public.

First item: Approve Aug meeting minutes. Damon made the motion for the approval of the August meeting minutes. Chuck seconded.

However, not a quorum to approve the meeting. Damon made a motion to table approval of the meeting minutes to the next meeting.

Chairperson's report:

Bill commented and commended the COA Director, Cindy on the work done on the Volunteer Handbook.

Director's report:

New space is working out great; a lot of people stopping by. Open house scheduled for Oct 18<sup>th</sup>, 2-6pm. Refreshments, live music.

Waiting on tables to be delivered.

Regular programs ongoing. Animal experience tomorrow, 9/20. 12-15 people signed up.

Oct/Nov newsletter going to the printer this week. People have to call to register in advance; this informs how much food to order for the event.

COA calendar is updated on the town website.

New bulletin board is scheduled to arrive today.

Newburyport chocolate tour is Saturday, Oct 1<sup>st</sup>.

Review of Volunteer program handbook. The Town Council has reviewed and approved most documents (CORI, Application, etc.). Trying to find a front desk receptionist (volunteer) to greet people.

Damon made a motion to approve the Volunteer Handbook and supporting documentation. Chris seconded the motion.

Set on the agenda to review documentation again in a few months.

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All in favor.

Next Tuesday, Sep 27th at 6pm is FNCOA Board meeting. Will be held at the Council of Aging space. If anyone is interested in attending, they may drop by.

Motion to schedule Oct 17

Motion to adjourn: Chuck Bear. Joyce, seconded.