

Board of Directors Meeting Minutes

Wednesday, March 19, 2025

Harwich Community Center
100 Oak Street, Harwich, MA 02645
Harwich Channel Studio

Meeting Attendance:

Present: Sheila House, Angie Chilaka, Linda Roderick, John Bathelt, Lauren Swift, Julie Witas, Ralph Smith

Absent: Richard Waystack

Guests: Bob Hamilton, Bob Dawson

1. **Call to Order:** Carol Thayer called the meeting to order at 10:02am.
2. **Approval of last meeting minutes:** Motion made by Carol Thayer, seconded by Sheila House. Unanimous vote to approve.
3. **Public Comment:** None
4. **Chair's Comments:** None
5. **COA Director (Julie Witas) Report:**
 - A. The budget for FY26 was been submitted to several months ago. It was adjusted from FY25 to FY26 to be able to provide the same level of service to COA members (e.g., accounting for inflation and COL increases). There was a 4.7% increase in expenses for the COA, an 8.6% increase for staff for an overall increase of 7.8%. Julie will be meeting with Joe today to discuss the revolving fund, to include what is in it and what might roll over. Ralph Smith asked where the money from the men's and women's breakfast goes. Julie said that it goes to the gift account and that it has a robust balance.
 - B. The Friends of the COA will help fund new programs to help support programs related to dementia, digital equity, enrichment programs, transportation for said programs etc. They are working with a home care agency to help provide emergency, short term coverage for urgent needs. Sue, the town nurse, will help with identifying who needs the assistance.
 - C. Jen Andersen, Program Specialist III, last day was yesterday. She has taken another position in a nearby town. The job posting will be internal for 2 weeks, then go to the Harwich website and Indeed for external applicants.
 - D. Logo – A new logo for the COA was reviewed. It was discussed which one everyone prefers and if we liked the colors. Recommendations were made for which option was preferred and what revisions the Board would like to see. Vote on a final option will be at the next meeting.

E. Volunteer Luncheon will be Thursday April 10 at 12pm. A total of 77 active volunteers from the last year were invited as well as 30 members of the town, including staff. A total of 107 were invited. Menu selections will be made this week. Volunteer of the Year has been chosen and will be announced at the luncheon.

6. **Old Business:** The needs assessment will have some focus groups coming up. On March 26, there will be a focus group of service providers. On April 11, there will be 2 focus groups of 12 people each, that will include residents aged 60 to 96.
7. **New Business:** None
8. **Member Comments:** None
9. **Adjournment:** Motion to adjourn made by Carol Thayer, seconded by Sheila. Unanimous vote to adjourn. The meeting ended at 10:28am.

The next meeting is scheduled for Wednesday, **April 16, 2025** at 10am.