

Up Island COA Board Meeting Minutes
ZOOM Meeting Date/Time: Friday December 2, 2022 11:00AM

Present: Skipper Manter, Chairperson
Joyce Albertine, Director
Jean Lince, Board Member
Marie Mercer, Board Member
Anna Alley, Board Member
Bethany Hammond, Assistant Director monitoring the meeting
Kathy Logue, W.T. Treasurer, Howes House Building Committee Member

The meeting was called to order at 11:04 AM once a quorum was present and audio/video was working for all.

1. Skipper asked the board to approve meeting minutes from the previous COA Board meeting from June 23, 2022. They were approved unanimously.
2. Joyce presented the proposed budget for FY 2024 to the Board section by section: revenue, personal services, expenses. She noted the 4.4% cost of living adjustment seen under personal services. Additionally, Joyce pointed out an increase of \$2,000 from FY2023 for Repairs & Maintenance Services as the only significant increase in the budget line items under Expenses as the building is older and the need for repairs and maintenance have increased. The overall increase in Expenses is 8.9%.
 - a. Anna Alley asked if the revenue was taken into account in the total department budget. Joyce explained that it was not included.
 - b. Kathy Logue provided further explanation
 - c. Anna moved to approve the proposed budget. Marie seconded. The proposed budget was approved unanimously.
3. Skipper provided a brief update on the Howes House Building Committee's progress. An OPM (ACG) and architect (Keenan & Kenny) have been selected. Skipper brought up the possibility of a name change from the Up Island Council on Aging to something more contemporary and inclusive. He suggested a small group gather to brainstorm possibilities to bring back to the board for approval.
 - a. Kathy Lounge shared that the Building Committee was starting a sub group to focus on public relations. Building Committee members Bethany Hammond and Bernadette Lyons will be taking this on and hopefully will receive participation from a few others possibly Friends members or COA staff.
 - b. Joyce mentioned the possibility of having a easily identifiable logo designed for the COA.
4. The meeting was adjourned at 11:23 AM

Respectfully Submitted,
Bethany Hammond, Assistant Director