

May 19, 2021

Attendees:

Jessica Milley-Gee, David Trevvett, John Seay, Ruth Seidman, Ruthann Dobek, Melissa Trevvett, Kathy Burnes, Yolanda Rodriguez, Susan Granoff, Judith Kidd.

- 1. Note Taker** Matthew Weiss (via recording)
- 2. Nominating Committee (John Seay, Ruth Seidman, Ruthann Dobek. John Seay to give report.)**
 - a. Nominations
 - i. Co-chair – Ruth Seidman (June 30, 2022)
 - ii. At-large – Carol Seibert (June 30, 2023)
 - iii. At-large – Sonia Wong (June 30, 2023)
 - iv. At-large – Judith Kidd (June 30, 2023)
 - v. Co-chair – Ruthann Dobek (June 30, 2022)
 - vi. Vice-chair – Elenore Parker (June 30, 2022)
 - vii. Treasurer – John Seay (June 30, 2022)
 - viii. Clerk – Matthew Weiss (June 30, 2022)
 - ix. JF&CS Representative – Kathy Burnes
 - x. LCAC Representative – Susan Granoff (June 30, 2022)
 - xi. CoA Representative – Yolanda Rodriguez (June 30, 2022)
 - xii. Membership Committee Representative – Melissa Trevvett
 - xiii. At-large – David Trevvett (June 30, 2022)
 - b. Vote scheduled for next meeting and new terms start July 1st.
- 3. Governance Guidelines need to be updated (see attached)**
 - a. Current guidelines in “ATTACHMENT” at end of minutes.
 - b. John Seay and Ruthann Dobek will review the guidelines and make specific recommendations for changes.
 - c. Question raised – How do the committees coordinate with the Steering Committee, for example LCAC?
 - d. Melissa Trevvett – Suggested we focus on the committee relationships for four or five months.
 - e. Matt Weiss – This discussion should be a regular agenda item.
- 4. Update on Membership Committee**
 - a. Judith Kidd & Melissa Trevvett co-chairs for next 6 months and note Susan Cohen is a member of the Membership Committee.
 - b. Review of meeting on May 18th
 - c. Melissa – Revision of the renewal letter is completed and decided to prepare a letter explaining what BrooklineCAN has

been doing throughout COVID-19 (requires review by Communications Committee and Steering Committee).

- d. Committee planning presentations to nearby senior housing explaining BrooklineCAN and recruiting members with Marsha Frankel making the contacts.
- e. Membership and non-members in-person event week 1 Sept. (Committee contacted Joseph Coughlin about speaking).
- f. Considering contacting people who serve older adults to help with recruiting members.
- g. Considering programs
 - i. How to retire.
 - ii. Intergenerational activities with High School students.
 - iii. Education programs – Age Lab and other.
- h. On future agendas membership will be a committee report.
- i. Report reflected high energy of the committee.

5. Review of May 4th Town Election, including Candidate's Forum held April 27th

- a. Candidates Forum – Excellent turnout (67+) and well received.
- b. Early voting may imply need for the forum a few weeks earlier.
- c. Election resulted in need for a new Select Board member to be assigned as liaison to the Age Friendly Cities Committee.
- d. Major changes in Town officials, e.g., Town Moderator (Kate Poverman), Select Board Chair (Heather Hamilton), and many younger TMMs.
- e. Opportunity to educate new people about needs of older adults.

6. Update on Spring Town Meeting warrant articles (Susan)

- a. LCAC voted to support Colonel Floyd housing related articles.
- b. Next Steering Committee meeting Susan will report on results related to older adults.

7. Pedestrian Advisory Committee update (David)

- a. Lost two key champions: Frank Caro, Bob Sloane.
- b. Note Warrant Article 22 on transparency.
- c. Presented to Transportation Board re construction sites and sidewalks and they will send letter to DPW.
- d. Proposed walk signals to continue automatic operation in North Brookline only which was supported by Brookline PD.
- e. Discussed safe crossing at Carlton crossing.
- f. Plan to make recommendations re Beacon Street signal timing.
- g. Consider how best to receive Pedestrian Advisory Committee reports going forward.

8. AARP Age-Friendly initiative

- a. <https://livabilityindex.aarp.org/>

- i. Ruthann recommended examination of web site.
- b. Brookline Livability Index Scores:
<https://livabilityindex.aarp.org/search#Brookline+MA+USA>
 Categories: housing, neighborhood, transportation, environment, health, engagement, and opportunity.
 - i. Recommended that committee examine this website.

9. Treasurers report (John Seay)

- a. Note newsletter expense.
- b. Note minor yearly administration expense for labels.

10. Update on Senior Center reopening for public

- a. Full opening as of June 1st 8:30am to 5pm.
- b. June 21st Town Hall will be open to the public.
- c. Open meeting laws under examination for virtual options.
- d. BrooklineCAN may need to advocate for virtual meeting laws.
- e. Strong support for hybrid meetings.
- f. John suggested he, Matt Weiss and David Trevvett explore equipment at Senior Center for hybrid meetings on loan from Tom Mottl's organization.
- g. Ruthann indicated programming would start slow.

11. Committee reports

- a. Communications
 - i. Newsletter – June issue requires articles May 21st includes upcoming events.
 - ii. News Releases – Aborn Hardware article.
 - iii. Website – New links to news releases.
 - iv. AFC-TV – New Select Board member and new Moderator after Town Meeting.
- b. Livable Community Advocacy Committee – Susan reported
 - i. Need advice from Steering Committee and the CoA re issues to focus on.
- c. Education
 - i. Review of Greg O'Brien on Pluto talk- May 4th at 1PM via Zoom.
 - ii. Paula Span talk on grandparenting- June 29th at 3PM via Zoom.
 - iii. Potential future program from the MIT Age Lab: Re-imagining Life in the Post COVID-19 Longevity Economy.
 - iv. Potential future program: Models of Homecare- Kendall, Lifecare Advocates, etc.

- 12. Next Meeting**
 - i. June 16th, 2021 3pm
- 13. Old & new business**
 - a. None.

ATTACHMENT

Brookline Community Aging Network

Governance Guidelines

Adopted September 18, 2013

Amended June 16, 2021

Purpose

Brookline Community Aging Network (BrooklineCAN) is a member-driven, volunteer organization primarily for older Brookline residents that promote services and activities to enable independent living and improved quality of life.

Its principal purpose is to ensure that older Brookline residents remain a vital part of the town's social, cultural, and civic life.

BrooklineCAN works with town departments, businesses, and other organizations to make the town a better place to live for all Brookline residents.

Members

BrooklineCAN is a membership organization open to all regardless of age or residency. Membership may be established by paying annual dues. In some cases, BrooklineCAN may lower or waive the payment of dues as a condition for membership.

Officers

The officers of the organization will consist of two Co-Chairs, a Vice Chair, a Treasurer, and a Clerk. One of the Co-Chairs will be the Director of the Brookline Council on Aging or his/her designee from among the management team of the Senior Center. All other officers will be elected by the Steering Committee. Elected officers will serve two-year terms that will coincide with the organization's fiscal year. Elected officers will serve for no more than three consecutive terms.

The powers and duties of the officers of BrooklineCAN shall be as follows:

(a) Co-Chair. A Co-Chair shall preside at meetings of the Steering Committee. The Co-Chairs shall ensure the supervision and administration of the business and affairs of the organization. The Co-Chairs shall play a major role in resource development and in representing the organization within and outside the community.

(b) Vice Chair. In case of the absence of the Co-Chairs or of their inability from any cause to act, the Vice-Chair shall perform the duties of that office. Like the Co-Chairs, the Vice-Chair shall play a major role in resource development and in representing the organization within and outside the community. The vice chair shall perform such other

duties as from time to time may be assigned by the Co-Chairs or by the Steering Committee.

(c) Treasurer. The Treasurer shall be responsible for ensuring that all funds are recorded, spent, and monitored consistent with funder requirements, legal requirements, and sound financial management. The Treasurer shall provide quarterly reports to the board.

(d) Clerk. The Clerk shall record minutes and present them to the Steering Committee

Steering Committee

The Steering Committee will establish policies and procedures for BrooklineCAN. The Steering Committee shall be composed of the officers of the organization; one representative each of the Council on Aging, the Board of the Senior Center, and founding partner organizations (Center Communities of Brookline, Council on Aging, Goddard House, and Jewish Family & Children's Service); and committee chairs who will be selected through a collaborative process between committee members and the Co-Chairs. The Steering Committee may also appoint up to five at-large members drawn from the BrooklineCAN membership. Members of the Steering Committee will serve for two years. The Co-Chairs will establish staggered renewal dates. Members of the Steering Committee must be BrooklineCAN members.

A majority of the Steering Committee then in office shall constitute a quorum for the transaction of business.

Meetings of the Steering Committee are open to any member of Brookline CAN.

Between meetings, the Co-Chairs shall conduct ongoing oversight of the affairs of the organization.

Financial Management

The Finance Committee is responsible for ensuring that adequate fiscal controls and procedures are in place and that BrooklineCAN is in good financial health. The Treasurer shall serve as chair of the Finance Committee and shall report to the Steering Committee on a regular basis. The Co-Chair designated by the Director of the Council on Aging shall serve on the finance committee, along with at least one other representative of the Steering Committee to be selected by the Steering Committee.

Other Committees and Task Forces

The Steering Committee may create and appoint members to such other committees and task forces as they shall deem appropriate. Such committees and task forces shall have the power and duties designated by the Steering Committee, and shall give advice and make non-binding recommendations to the Steering Committee.

Fiscal Year

The fiscal year will begin July 1 unless otherwise set by the Steering Committee.

Amendments to these guidelines

These guidelines may be amended by a majority vote of those present at a meeting of the Steering Committee.