

**TOWN OF AMHERST SENIOR SERVICES
MINUTES OF ADVISORY BOARD MEETING
Wednesday, April 12, 2023**

PRESENT: James Bardot, Chairperson, Senior Services Advisory Board; Rev. Susan Frawley; Del Szczesniak; Julie Whitbeck-Lewinski; Melissa Abel, Director, Amherst Center for Senior Services; Honorable Deborah Bruch Bucki, Councilmember/Liaison to Senior Services Department; Mary-Diana Pouli, Executive Director, Amherst Youth & Recreation Department

EXCUSED: Asst. Chief Michael Camilleri; Aaron Carlson; Rhonda Frederick; Dal Giuliani; Jordana Maisel; Jay Smith

CALL TO ORDER & APPROVAL OF MINUTES: Meeting called to order at 8:30am. February minutes were not approved - low attendance did not constitute a quorum.

1. **New Board members** Julie Whitbeck-Lewinski & Rev. Susan Frawley were introduced.
2. **Meeting format update:** Jim & Melissa discussed having a more active board. They would like the Board to have issue related discussions rather than being a reporting Board, which has been the case with the Advisory Board.
3. **Board structure:** Current Board members not regularly attending meetings will be contacted to see if they are still available or interested in continuing on the Board. The number of meetings was addressed - should there be more or less. Different meeting times were also discussed including late afternoon & evening meetings. The consensus was that late afternoon was better than evenings. Ex officios should be part of the quorum. Should meetings dates correlate with the submission of the budget or be held at the end or beginning of the year to discuss goals. It was agreed that an ad hoc committee be developed to discuss the by-law changes including the items regarding Board structure.
4. **By-laws:** An ad hoc committee will include Jim Bardot and Rev. Frawley. Debbie suggested having a discussion before any changes are made.
5. **Mission statement:** An ad hoc committee will include Julie Whitbeck-Lewinski. Melissa will ask for staff & member involvement. It was agreed that the committee would consider the possibility of having a mission statement and values.
6. **Report from Amherst Senior Services Director, Melissa Abel:** We still have a number of open positions at the Center. We are looking for a part-time recreation attendant and a part-time & full-time clerical. A new recreational leader has been hired. The Parkinsons support group was well attended. Attendees are requesting assistance, speakers & health programming. Updates to the building include new rugs & improvements to the bathrooms.
7. **Report from Mary-Diana Pouli:** Updates to the Northwest Amherst Community Center were addressed. Lowering the membership age to 50 was discussed. The next meeting in June will include a virtual option for attendance.
8. **Report from Debbie Bucki:** Debbie thanked the staff for the work they do.
9. **Exploration of National Institute of Senior Centers Accreditation:** Jim discussed pursuing the idea & what is needed.
10. **Report from Tammy Jacobs:** University Express classes will be starting in May. There are over 50 classes this semester.

Adjourn: 9:30am

***The next Advisory Board Meeting is scheduled for Wednesday, June 14, 2023 at 8:30am
370 John James Audubon Parkway***

Respectfully submitted by Melissa Abel