

Town of Norfolk Council on Aging

Minutes of Board Meeting

December 22, 2023

Board Members Present: Jerry Calhoun, Dawn Cohen, Jennifer Kuzeja, Jim Schweitzer, Linda Hennessey, Mary Nuhbian, Mary Mlinarcik, Debbie Grover and COA Director, Karen Edwards.

Board Secretary for this meeting – Jim Schweitzer

Meeting called to order by Debbie Grover at 9:30. Motion made and seconded to accept minutes of November 17, 2023 as written. VOTE – vote approved unanimously.

Guest Introduction – Kathy Taft.

EXECUTIVE DIRECTOR'S REPORT – Karen Edwards

Karen is officially half way through her MS in Management of Aging Services/Gerontology

The name of the newsletter has been changed to The Branch from Silver Set Gazette. This was done in an effort to combat ageism and stereotypes of older adults.

Eric Anderson's presentation on My Senior Center was well received by the Board and the staff was able to meet with him after the Board meeting as well. My Senior Center tracks activities and services and attendance at the Center and other events. There have been some issues with people not checking in and the COA is unable to receive or provide accurate numbers. Strategies for encouraging people to sign in when they come to the Center are being discussed. There is a way to purchase a device from My Senior Center that can be used to allow staff to check in participants from anywhere in the building.

The Board will work with Debbie Sand to schedule a coffee and conversation at the Center to give information and answer questions from people in attendance.

Hessco Report – Jerry Calhoun

Cheryl Leary and the finance director are leaving Hessco. Utilize Zoom to better serve the needs of people.

Finance Report (quarterly)

Karen reported that ½ of Grant Funding has been credited to the Senior Center. The total applied was 18,000.

Program Reports

Veterans Updates – Jim Schweitzer – The first monthly group veteran meeting was a success with 13 people attending. This meeting will continue monthly. Five people in attendance have committed to joining the American Legion. On January 18th at 2:00pm Jim will be teaching a chair yoga class which is open to everyone with veterans being free.

Kitchen - Linda Hennessey

Linda reported that in the new year she plans to go to a store that sells commercial kitchen appliances to investigate costs.

Antique Show – Dawn Cohen / Jerry Calhoun

Discussions have been had with a couple of companies to host an Antique Show. They will call back the company to work out the particulars. Get more than one appraiser was discussed. Saturday was suggested as the day to hold the event. Exposure to the landfill traffic will provide some free advertising. It was mentioned that individuals who wanted items appraised be given a time slot. Consider doing a quarterly event.

Fundraising Report – Jim Schweitzer, Jennifer Kuzeja and Debbie Grover

The event at Aroma Pizza in Norfolk has been running for a month now (every Tuesday, 11:00am to 8:30pm) and ONLY 8 people have attended. People need to attend and to spread the word. The advertisement will be posted in the February newsletter. Jen and Debbie are working on finding other companies to participate.

New Business

COA Bylaw revision – Postponed to next meeting.

Debbie reported that she reached out to the Friends Director, Bill Crane, to invite him to the next and subsequent COA Board meetings.

Meeting adjourned at 11:00am.

Respectfully submitted,


Jim Schweitzer, Acting Secretary; COA board member