

MEETING MINUTES

Town of Heath  
Council on Aging  
Conference Call  
December 2, 2020

**Called to Order at 3pm** by Eileen Lively with Gloria Fisher, Donna Hyytinen, Victoria Burrington and Liz Scalzo in attendance. No others joined in the telephone conference. This meeting was held to specifically finalize the distribution of the holiday cards to Heath seniors 65 years of age and older.

**Sending Cards**

Eileen and Victoria will distribute, in the next couple of days, 26 cards to each member of the COA. They will be picked up on Monday December 7<sup>th</sup> whether completed or not. Eileen will touch base with each COA member on Sunday the 6th regarding the time of pick up. The cards will be hand written as discussed at the previous meeting with the following saying: “The Heath Council on Aging is Wishing You Health and Happiness in the New Year.” What will be different is that we will write only the first names of each COA member under the greeting.

Eileen suggested affixing a label to the card listing Gloria and Eileen’s full names and contact numbers as the co-chairs with just the full name of the other members under them. Gloria moved to have this label placed in the card as described above. Victoria seconded the motion and it carried unanimously. Eileen already has labels from one of the previous COA groups so she will have them made up.

Eileen will also be hand addressing each envelope herself so there are no duplicates being sent to the same household. Eileen has spent quite a bit of time with the Town Clerk consolidating the list. There will be 138 cards sent in total. After this, we will design a spreadsheet for when we want to send out a survey, etc. Eileen will also be affixing a return address label and the stamp.

**Next Meeting**

The next meeting is scheduled for Friday, January 8, 2021 at 3:00 pm as a conference call.

**Adjourn**

Victoria moved to adjourn the meeting with a second from Gloria. The vote was unanimous and the meeting adjourned at 3:10 pm.

Respectfully submitted,

Elizabeth Scalzo  
Secretary, Heath COA