

**POMFRET SENIOR ADVOCATE COMMISSION**  
**Meeting Minutes – Special Meeting**  
**August 1, 2012**

**Meeting called to order:** by Sue LaRose at 10:10 am

**Present were:** Sue LaRose, Liz Cartier, Gail McElroy, Cathy Grant, Judy Miller, Rita Conrad

**Absent were:** Ann Hinchman

**Alternate seated:** Gail McElroy. Rita made motion. Liz seconded. Motion carried.

**Approval of July 18, 2012 Minutes:**

Liz moved to approve the minutes as presented, seconded by Rita. Minutes approved.

**Welcome Judy Miller:** newly appointed commission member introduced and welcomed

**Add to Agenda:** Presented by Chair Susan LaRose, topic of Qualified Food Operator Certification Motion made by Sue Larose. Seconded by Liz Cartier. Motion carried to add to agenda.

**Citizen Participation:**

Peter Mann, Sally Johnson, Sherry Grist

Sally Johnson concerns: Thank you to Susan LaRose for the job she is doing and to others on the commission. Minutes & agendas are not being posted to the web and in hard copy form inside the the Senior Center in a timely matter. Clarification came from Sherry Grist (drafts should be sent to Bonnie at Town Hall & Cindy Bradley, web admin within 48 hours of the meeting. Approved minutes should be sent or unchanged minutes acknowledged to the same within 48 hours of the meeting when they are approved. Petty Cash not being available is a hardship on the seniors who are running programs. Can the SAC please consider reinstating the petty cash use? Calendar coordination still an issue. Sue LaRose will follow up on making certain the calendars are placed on the town website.

**Finance Matters with Sherry Grist:**

Sherry explained the two funds and the Commission reviewed the various reports:

Reserve Fund & Budgeted Senior Center Fund

Reserve Fund: Is set up to be funded by profits from fundraisers, donations, and rental fees Discussion around the use of Petty Cash, Reserve Fund, and Budgeted Fund for refreshments led the commission to realize a simple policy is needed. Sherry agreed to write a short policy for that purpose and it will be presented to the commission at the next meeting for review and discussion.

Senior Center Budget Fund: funded with town revenue; intended for programs, supplies, building operations.

**Program Announcements:**

8/22/2012 Prudence Crandall trip: participants will pay their own entry fee of \$4.00/per person which includes a museum tour and on-site documentary, will car pool, and purchase their own refreshments at a local ice cream shop. Meet at the Pomfret Senior Center on 8/22, Wednesday, at 1:00PM.

**Program Requests:**

DVD Purchase of Salem Witch Trial documentary: cost 10.90. Judy made a motion to purchase. Liz seconded. Motion carried. Sue to purchase and submit bill.

8/15/2012 Woodstock Music Festival Trivia: No charge to Seniors who attend. \$25.00 refreshments requested from Reserve Funds. Liz made a motion to approve the refreshments from Reserve funds. Judy seconded. Motion carried.

**Qualified Food Operator Certification:** two people should be certified for proper coverage of events where the kitchen is being utilized to serve hot food. The Senior Center is classified as *Class IV Means*. Certification is good for 5 years. The class is scheduled for November. Rita made a motion to use funds from the Senior Budget Funds for two certifications @ \$160.00 per certification. Liz seconded the motion. Motion carried.

**Meeting Adjourned:** 1:15pm

**Next Meetings:** August 8, Wednesday 10am Special Meeting @ Seely Brown  
August 15, Wednesday 7PM Regular Meeting