

TOWN OF EAST GRANBY

COMMISSION ON AGING

Tuesday, *October 1, 2024, 6:30pm*

East Granby Senior/Community Center

Meeting Agenda

1. OPENING REMARKS C. Bermani-McCann
2. MINUTES OF PAST MEETING C. Bermani-McCann
3. SENIOR SERVICES UPDATE K. Jacobs
4. SOCIAL SERVICES UPDATE E. Cosker
5. GOOD SAMARITAN PROGRAM K. Jacobs/E.Cosker
6. OLD BUSINESS
 - Review COA website information M. Sandora
 - PowerPoint Uploads for events C. Bermani-McCann
 - 2024 Initiatives COA
 - 1. Technical lessons on phone/pc M. Betts/C. Delasco
 - 2. Free Atty Elder Law program J Kiang, W. Miltimore
 - Senior reading/volunteering program @ schools (yet to be approved by Schools) C. Bermani-McCann
 - Rich Galluccio's Sunshine Fund E. Cosker
 - Donations to: Rich Galluccio Fund,
 - c/o Windsor Federal Bank, 21 Hartford Ave,
 - Granby, CT 06035
 - L. Galluccio donation of Hydrangea in Rich's name C. McCann, E. Wimpfheimer
 - Wellness Fair Date – October 7, 24 2pm to 6:30pm
 - Wellness Fair Preparation/Assignments COA members
 - Giveaways Ordered, remaining old stock C. McCann/Kelly
 - Duties List review
 - Review of vendors
7. NEW BUSINESS
 - EG Farmers Market booth C. McCann
 - Dedication of Pavilion (Bea Adams) C. McCann
 - Tech Time With Teens C. Delasco
8. COMMENTS FROM THE PUBLIC ALL
9. COMMENTS FROM COA COA
10. ADJOURN

East Granby Wellness Fair
Monday 10/7/24
To Do List, Duties & Helpers

Completed	Assigned To	Due Date	Task
Done	Cathy/Lee	May	Update database of potential vendors
Done	Cathy/Lee	May	Call each potential vendor for current contact name and number
Done	Cathy/Lee	May	Update database with new contact information
Done	Kelly	May/June	Get date of Flu clinic from Kelly J.
Done	cbm	May	Solicit grant funding from PeoplesBank
Done	cbm	June latest	Send SAVE THE DATE to potential vendors (June latest)
Done		June	Reserve Senior Center for entire day and evening (June when date set)
Done		Aug	Create Flyer of event (include sponsor info to be displayed)
Done		Aug	Print flyer and solicit volunteers to post around surrounding towns.
Done		Aug	Set up FORM registration for vendors responses
Done		Aug	Write sample invite letter to be emailed to vendors
Done		Aug	Email the invite to vendors (set response date)
ordered		Aug	Get EG COA giveaway (if grant funded)
Check stock	Kelly	Aug	Is there another giveaway gift this year? Order and prep as necessary
	COA Members	Sept	Post event flyers in surrounding towns at least 1 month in advance of event
Check Stock	Kelly	Sept	Make attendee registration forms and cut for front table and main raffle registration
	Cheryl	Sept	Create Page displays for Acrylic frames for non-manned info Social Services, Senior Services, Life Alert, Good Sam program, Fire Marshall, DME, Suggestion box, help yourself to: (Magnets, prescription cards, File of Life Emergency Cards)
	?	Sept/Oct	Advertise event in various social media sites: Facebook EG community page, (Granby, Suffield, Bloomfield, Feeding Hills, Southwick, Windsor Locks, Windsor Community pages (Sept and Oct)
	?	Sept/Oct	Advertise event with local media: Yankee Flyer, Granby Drummer, Talk Turkey, Senior Moments, JI, etc. (Sept and Oct)
	W Milton	Sept/Oct	Send event flyers to other COAs, Senior Centers to post (Suffield, Granby, Simsbury, Windsor Locks, Bloomfield)
Done		Sept/Oct	Cut and fold prescription cards
		Sept/Oct	Print and Fold 100 event brochures (PeoplesBank?)
Check stock	Kelly	Sept/Oct	Print elderly resources sheet (medical closets, medical resources, etc.)
		Oct	Make brochure of vendors (Oct 1 st wk)
	Cheryl	Oct	Send confirmation to vendors with final details (Oct - week before)
	Eden	Oct	Arrange setup of sandwich board at roads for display BEFORE and DURING day of event (Oct week before)
	Cheryl	Oct	Create Table layout for EG custodians to set up (bring more tables from EG Farms as needed)

Completed	Assigned To	Due Date	Task
	Cheryl	Oct	Review table layout with Andrew & Ray – custodians (Oct – week before)
	Cheryl	Oct	Make handout for special raffle punch cards
	Cheryl	Oct	Suggestion Box with note cards and pens
	Eden	Oct	Get Masks from Fire Marshall
	Kelly/Eden	Oct	Ask Fire Marshall for batteries, fire alarm for distribution
	Cheryl	Oct	Print Vendor name sheets for table Assignments
	Cheryl	Oct	Task list assignment for event
	Ck w Kelly	Oct	Sponsorship Sign for sponsor
	Kelly	Oct	Easel for Sponsorship Sign (ask custodians)
	Cheryl	Oct	Three boxes (main raffle, punch card raffle, suggestion box at EG COA table)
	Cheryl	Oct	Print out list of vendors to track prize they brought and winner of the prize
	Cheryl	Oct	Bring tape to attach winner name to prize. Bring tongs for desserts.
	?	Oct	Obtain Cookies, Lemonade, Water bottles, napkins, drink small cups
	?	Oct	Assign Punches to vendors – 8 punches for special raffle entry