

### **Linda Sheehan - Administrative Assistant**

Linda has been employed by the City of Methuen since September 1992. She came to the Council on Aging with an outstanding background and work experience in the area of business management and public relations. As Assistant to the Executive Director, she is involved in major decision-making responsibilities concerning every phase of the program development including policies and procedures. She is responsible for the Center's publicity of all events and activities, the monthly newsletter and many duties related to the Center's services. She coordinates volunteer services including the Income Tax Assistance Program and works with staff conducting the Pen Pals and other programs. Her accomplishments are so numerous, we cannot mention them all. Linda is largely responsible for computerizing our operation and upgrading our professionalism.

### **Lynneanne Moss - Head Clerk**

Lynne, a former employee of the City of Methuen's Accounting Office since April 1980, began working with us in August 1997. With her extensive knowledge and financial expertise, she manages the Council on Aging's budget and finances. Her responsibilities are too numerous to mention including payroll, ordering and receiving supplies, overseeing numerous bank accounts and other financial duties. She supervises office and other personnel and is largely responsible for organizing the main office. We are fortunate to have such a multi-skilled, caring individual who provides assistance in so many ways to the seniors requesting information and elderly services. She is always willing to lend a hand and shares her artistic talents on the computer and decorating the Center for holidays and special events. Lynne coordinates several intergenerational programs such as Pen Pals with Methuen schools.

### **Susan Foster - Activity Coordinator**

Sue began working for the Council on Aging in September 1998 as Coordinator of Activities. Since that time, she has assumed many additional responsibilities including coordinating trips and directing the Happy Hearts Choral Group. Every day, you'll see Sue multi-tasking... from making arrangements to bring us all types of entertainment and guest speakers to developing new choral group shows to setting up a safety program with the Sheriff's office to recruiting volunteers for our many intergenerational activities with Methuen school children. She has become an expert at coordinating all types of activities and continues to provide innovative programming. She's never too busy to go the extra mile, offering information, conversation and comforting words to everyone who comes into the center. Sue has been responsible for adding "sparkle" to everything we do here and for extending the Happy Hearts Choral Group's talents to nursing homes, assisted living facilities and important community and city events.

## **Elena Ganem - Office Assistant**

Elena, a former Internal Revenue Service employee and one of the Center's most valuable volunteers, works in the Center's office performing a wide variety of services. Her excellent bookkeeping skills help us to keep our auxiliary accounts in order and she manages the record-keeping for tracking all of the work hours of our volunteers. Every year, she conducts the campaign for soliciting gifts from local businesses for our Holiday Fair's Giant Raffle and actively works on all fundraising activities such as the Jewelry Sales and CABARETS. Her "hobby" is very popular – she runs our trips to Foxwoods with her husband, Al. As an office assistant, she adds her professional touch to everything we do at the Center and always lends a hand willingly and with a smile. She currently holds the position of Secretary on the Council on Aging Board as well as Co-President of the Methuen Senior Center Trustees.

