



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450
Tel (978) 448-1170
Fax (978) 448-3660

Office of the:
Council on Aging
Kathy Shelp, Director

COA Future Planning Committee Meeting Oct 23, 2014 9:30AM Minutes

Members Present: Gail Chalmers, George Faircloth
Staff Present: Kathy Shelp, Kathy Santiago

Meeting was opened by Kathy Shelp, COA Director, 9:30am.

Minutes from the February 20th meeting were approved.

Committee reviewed and approved the following:

- COA Utilization Assessment Survey
- Focus Group protocol
- Focus Group questions
- Focus group intake form

The first utilization survey will be distributed in the November newsletter and at Gibbet Hill Holiday dinner. A survey will be made available on the town website. There will be further discussion on how to reach those seniors who do not use the senior center. Kathy will announce the focus groups in the local papers and on the Groton Line to encourage participation with a target of January 31 to have completed meeting with all groups.

Next meeting to be determined.

Respectfully submitted,
Kathy Shelp, COA Director