

**Groton Council on Aging
The Groton Center
163 W Main Street
Groton, Massachusetts 01450
Meeting Minutes for October 17, 2022**

Date: Monday, October 17, 2022	
Time: 1 pm	
Location: The Center	
Attendance: COA Board Members: Paula Martin, Chair (via Zoom); Mihran Keoseian, Vice Chair; Michelle Collette; Peter Cunningham; Therese Keoseian; Pascal Miller (via Zoom); Judith Palumbo O'Brien; Dottie Zale; Michael Bouchard (via Zoom).	
COA Staff: Ashley Shaheen, COA Director; Lauren Marcello, COA Community Engagement Specialist.	
Guests: Harris McQuade; Ana Eliot; Connie Sartini; Chris (?); Mark Haddad, Town Manager; Melisa Doig, Human Resources Director; and Kara Cruikshank, Executive Assistant.	
Facilitator(s): Mihran Keoseian	
Recording of Meeting Minutes: Ashley Shaheen and Lauren Marcello	
Agenda Items	NOTES
1. Welcome & Opening Remarks-- Open Meeting	Mihran welcomed all in attendance, including guests.
2. Presentation of September Meeting Minutes	Approved by all members.
3. Room Use Policy and Usage Update	Mark was invited to share an update on the Room Use Policy. He recapped a meeting he had with community group leaders in early October. The meeting was extremely successful, and all of the community groups' needs were met. A subsequent meeting will be planned in November, and a few members of the Board expressed their interest in being involved in future meetings.

<p>4. Appoint COA Secretary (Tabled as directed by Chair)</p>	<p>Paula asked for this item to be tabled as the agenda was lengthy. Ashley referenced the COA bylaws and that the COA Board needs to appoint a COA Secretary. Mihran commented that the bylaws need to be reviewed. The item was tabled to the following meeting.</p>
<p>5. COA Signatory of Expenses</p>	<p>Michelle moved to have the COA Director be the signatory authority for payroll and expenses. Mihran inquired if there was a ceiling. After a conversation, Mihran amended the motion to say that every other month the Board would request to receive a financial statement. Michelle accepted Mihran's amendment. There was a roll call vote and everyone accepted the motion.</p>
<p>6. Noteworthy Center Highlights & Updates</p>	<p>An overview of the Department's written report was highlighted during this time.</p>
<p>7. Center Accreditation Next Steps</p>	<p>Ashley began with an overview of the google drive that contains all the content and information for the re-accreditation. All materials will become available to the board by Monday, October 24, 2022. Michelle left at 1:51 p.m. Ashley then moved on to discuss the expectations of leadership of each standard, how committees for each standard will be formed and how staff will play a role in each standard. Therese, Judy, Dottie, Paula, Mike, and Peter all agreed to take on a role as a leader of their assigned standards. Mihran and Pascal wanted to review their standards a bit more before making a commitment. Michelle was not there to give a definite answer. Mihran encouraged other standard leads to involve other members of the board in their committees. The conversation ended and members of the board were encouraged to reach out to staff with any clarifying questions once materials are reviewed.</p>
<p>8. Adjourn</p>	<p>Mihran motioned to adjourn. Therese and Judy accepted the motion. There was a roll call vote and everyone accepted the motion. Meeting was adjourned at 2:13 p.m.</p>