

**Groton Council on Aging
The Groton Center
163 W Main Street
Groton, Massachusetts 01450
Meeting Minutes - Monday, November 14, 2022**

Date: Monday, November 14, 2022	
Time: 3:00 p.m.	
Location: The Groton Center	
Attendance: COA Board Members: Paula Martin, Chair; Mihran Keoseian, Vice Chair; Michelle Collette; Peter Cunningham; Therese Keoseian; Pascal Miller; Judith Palumbo O'Brien; Dottie Zale; Michael Bouchard (via Zoom).	
COA Staff: Ashley Shaheen, COA Director; Lauren Marcello, COA Community Engagement Specialist.	
Guests: Anna Eliot	
Facilitator(s): Paula Martin	
Recording of Meeting Minutes: Lauren Marcello	
Agenda Items	NOTES
1. Welcome & Opening Remarks-- Open Meeting	Paula welcomed all in attendance, including guests at 3:04 p.m.
2. Presentation of October Meeting Minutes	Correction made to Section 8 correcting the language "accepted" to "seconded" approved by all members as corrected with one abstention.
3. COA Department Financial Update	Ashley provided a monthly report of all financial accounts for the COA department and gave a high-level overview of each account and what it was used for.
4. Community Group Usage Update	Based on previous conversations there will be a final follow-up meeting to check in on community groups' use of space at The Groton Center on November 21, 2022. Final action item that will be done is the creation of a Community Spotlight section in the bi-monthly newsletter beginning in the new year. Alternative meeting space in the town is managed by the Town Clerk's office and can be utilized when space is unavailable at The Groton Center.

5. Noteworthy Highlights	<p>An overview of the Department's written report was presented to the COA Board.</p> <p>Mike left meeting at 3:38 p.m.</p>
6. Gibbet Hill Dinner Update and Volunteers Needed	<p>Volunteers were solicited to prepare vegetables for the Thanksgiving dinner on Wednesday, November 16 at 6:00 p.m. The event was scheduled for Thursday, November 17 at 5:00 p.m. The final count was 209 attendees in person and 74 home deliveries.</p>
7. Discuss and Finalize COA Board Secretary	<p><i>Bylaw Article 5: Officers-Elections</i></p> <p><i>Secretary</i> <i>The Secretary shall keep the minutes of the Council. Coordinate with the Center office and the Director to assure that all notices are properly and timely issued and given in accordance with these by-laws, by-laws of the Town and M.G.L. Coordinate with the Senior Center office and the Director to assure that correspondence required by certain circumstance from time to time is dispatched.</i></p> <p>The role of the secretary was read from the bylaws and was interpreted that the Secretary is the person responsible for accurate record keeping. The COA Staff, however, will take and draft the minutes and be responsible for dissemination of the minutes. The first draft is to be reviewed by the Secretary for edits and the COA staff support will distribute the minutes to the full COA Board in the Board Packet, for approval prior to submitting the final copy to the Town Clerk's office for public record.</p> <p>Michelle motioned to appoint a Secretary to keep the COA Board minutes. Peter and Dottie seconded that motion, which was unanimously accepted by roll-call vote.</p> <p>Judy volunteered to be the Secretary and will be responsible for the 1st review and editing of the 1st draft minutes in accordance with the COA Bylaws. Peter motioned to appoint Judy as Secretary. Paula seconded the motion.</p> <p>Roll call voted unanimously and accepted Judy as the COA Board Secretary.</p>

<p>8. Re-Accreditation updates (Round Robin Board Input/ Status Check/ Review of Google Drive)</p>	<p>Paula spoke with Therese regarding Standard 2. Therese indicated that she has started gathering materials needed for this standard.</p> <p>Peter met with the Town Manager and team members and gave an overview of the questions that needed to be addressed and answered. Peter left meeting at 4:32 p.m.</p> <p>Mihran indicated that he is working on the Strategic Plan and SWOT Analysis with team members he identified and future meetings are scheduled.</p> <p>Michelle is in the process of pulling together a team.</p> <p>Pascal prepared a GAP Analysis and developed an action plan for his standard.</p> <p>Dottie put together a team and is gathering documents.</p> <p>Judy met with Mihran and identified a path forward to advance her standard and they reviewed some Google Drive basics.</p>
<p>9. Open Meeting Law Review (As is pertains to the re-accreditation process and COA Board)</p>	<p>Open meeting law group discussion and clarification that the Open Meeting Law would not apply to COA teams/committees if there was not a quorum, which consists of five or more COA Board members, in attendance.</p>
<p>10. Adjourn</p>	<p>Therese motioned to adjourn; Michelle seconded the motion. There was a roll call vote and all Board members accepted the motion. Meeting adjourned at 4:47 p.m.</p>