

**Groton Council on Aging
The Groton Center
163 W Main Street
Groton, Massachusetts 01450
Meeting Minutes for December 12, 2022**

Date: Monday, December 12, 2022	
Time: 1:00 p.m.	
Location: The Groton Center	
Attendance: COA Board Members: Paula Martin, Chair; Mihran Keoseian, Vice Chair; Michelle Collette; Therese Keoseian; Pascal Miller; Judith Palumbo O’Brien; Dottie Zale; Michael Bouchard.	
COA Staff: Ashley Shaheen, COA Director; Lauren Marcello, COA Community Engagement Specialist.	
Guests: Judy Anderson	
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 and opened the meeting at 1:05 p.m.
2. Presentation of November Meeting Minutes	Correction to the spelling of Mihran’s name on the last page. Approved by all members as corrected.
3. Acknowledgement and Thank You for Gibbet Hill Dinner	Paula expressed her thankfulness for the very successful dinner. Ashley will be writing a Community Commendable to thank Gibbet Hill, the staff, and all the volunteers who made the event happen for publication in the Groton Herald.
4. Noteworthy Center Highlights and Updates	An overview of the Department’s written report was highlighted during this time. Highlights included the plan set forth if Groton Electric Light Department has to implement

	<p>rolling blackouts in town. The Center, designated as an emergency shelter, will be available during times that blackouts may occur. Communication is consistent between The Center, emergency planners and GELD in preparing for this situation.</p> <p>Ashley encouraged whoever feels as though they are not involved to the extent that they would like to be to reach out to be connected. Board Members felt as though they were already heavily involved with the Re-accreditation process. Therese had asked if the Board could be involved with high impact decisions and Ashley asked to define high impact decisions. Therese did not feel as though it was appropriate at that time to discuss in further detail. Judy had provided examples such as being involved with the candidate selection with the department's vacancies and the building closures due to COVID. Ashley mentioned that she had followed Town's policy and procedures regarding the hiring of Department staff and building closures due to staff illness.</p>
5. NCOA Accreditation Update	<p>Effective FY24 NCOA will no longer be doing accreditations; they will be switching to a certificate of excellence, which will require only a self-assessment. We will still be completing the re-accreditation as discussed and will submit by the end of FY23. Ashley emphasized that we need to stay mindful of the deadline of the NCOA submission considering effective June 30, 2023, there will no longer be a Re-accreditation process.</p>
6. SWOT Findings	<p>Mihran summarized the successful SWOT analysis that was completed. The success of the SWOT will be an integral part of the strategic plan. The SWAT analysis did not identify any major projects. No major projects were identified during the SWOT analysis.</p>
7. Sportsman's Club Update	<p>The sportsman club lead-remediation is on schedule to for completion by early winter, given no major storms. At the last Town Meeting, the demolition of the building was approved. Lorraine Black will be donating her landscape design expertise and will be sharing her design at an upcoming COA Board meeting in the early spring.</p>
8. Standard 1- Next Steps, Strategic Plan	<p>Mihran went over the next steps to completing Standard 1 of the Re-Accreditation that is developing a new 3-year rolling strategic plan that the COA Board will review and update annually.</p>

9. Re-Accreditation Report out	<ul style="list-style-type: none"> • Mihran has completed the SWOT analysis and is beginning the Strategic Plan. • Michelle put together a team and will be meeting with them in January. • Dottie has begun meeting with her team and needs some assistance with navigating the google drive. • Therese has written a draft and has had it reviewed by a few people. • Paula intends on beginning in January. • Pascal has met weekly with Ashley and has drafted answers to the questions. He has also met with Gail from the Friends of The Groton Elders and has given her a draft to review. • Mike met with Ashley and Nickole and drafted answers to some of the questions. • Judy plans to take a deeper look into the questions after the holidays. • Ashley reminded the Board of the tight deadline schedule for timely completion of the process and indicated that the next deadline for the first draft to be January 9.
10. Other Business/Next Meeting	<p>Paula would like a board manual developed.</p> <p>The next meeting will be Monday, January 23, 2023 at 1:00 p.m.</p>
11. Adjourn	<p>Michelle motioned to adjourn; Mike and Mihran seconded the motion.</p> <p>There was a roll call vote and everyone accepted the motion. The Meeting adjourned at 2:27 p.m.</p>

Respectfully Reviewed and Submitted By: Judith Palumbo O'Brien, Secretary, January 20, 2023