

**Groton Council on Aging  
The Groton Center  
163 W Main Street  
Groton, Massachusetts 01450  
Meeting Minutes for Monday, March 27, 2023**

<b>Date:</b> Monday, March 27, 2023	
<b>Time:</b> 1:00 p.m.	
<b>Location:</b> The Groton Center	
<b>Attendance: COA Board Members:</b> Pascal Miller Vice Chair; Judith Palumbo O'Brien; Dottie Zale; Michael Bouchard; Michelle Collette. <b>Virtual Attendees:</b> Mihran Keoseian, Chair; Therese Keoseian.	
<b>COA Staff:</b> Ashley Shaheen, COA Director; Lauren Marcello, COA Community Engagement Specialist.	
<b>Guests:</b> Judy Anderson, Lois Young, John Sopka, Mark Haddad, Melisa Doig, Kara Cruikshank.	
<b>Facilitator(s):</b> Mihran Keoseian	
<b>Recording of Meeting Minutes:</b> Lauren Marcello	
<b>Agenda Items</b>	<b>NOTES</b>
1. Welcome & Opening Remarks -- Open Meeting	Mihran opened the meeting at 1:01 p.m. Roll call attendance.
2. Presentation of February Meetings Minutes	Correction: February 13 minutes: Section 3 (Noteworthy Center Highlights and Updates) under the third bullet, the statement should have said " <b>for</b> April 20 to over" instead of " <b>on</b> April 20 to over" Pascal motioned to approve (February 13 and February 25) minutes with the correction for February 13. Mike seconded the motion. Roll Call Vote: unanimous approval, Therese abstained

### 3. Noteworthy Center Highlights and Updates

An overview of the Department's written report was highlighted during this time.

- Programs and Marketing: During the month of February, there was an 18.5% increase in duplicated users and 58% increase of unduplicated users compared to January. There were 48 new participants in February. The Newsletter redesign has been a hit and the email blasts have been well received!
- Volunteerism: There are 94 active volunteers who have been invited to the Volunteer Appreciation Event on April 20<sup>th</sup>. We will be celebrating Volunteer Appreciation Week from April 17 through April 21 with pop up events.
- Outreach: Nickole assisted 223 people during the month of February.
- Transportation: A postcard highlighting the COA Transportation service is being sent out to all those 60 and over in Groton. There has been a posting for additional Per Diem Van Driver. We also sent out a satisfaction survey to everyone who has used the transportation service over this past year to receive some feedback.
- Lawrence Academy students are going to be the next Artists on Exhibit in the Lowell Five Community Art Gallery. Their work will be hung up on April 7.
- Review of Building Usage Policy.
  - o There has been a significant increase in rentals and building usage requests.
  - o Ashley is working with the Town and others to review the building usage policy and clarify certain topics that have come up recently, such as kitchen usage and alcohol.
    - Per Michelle Collette from the Nashoba BOH: The kitchen is licensed only for the COA. This means, outside groups are prohibited from using the space. Caterers are allowed but must get a permit from the BOH.
    - Question from John Sopka (community member): How is this going to impact the election workers during elections?
      - Answer per Michelle: the election workers will not be able to eat or use the kitchen and will be given alternative space.
  - o A draft of the new proposed policy will be on the April meeting agenda to approve.
- Board Recruitment: There is a vacancy on the board. To select the new board member, we will be following the Town's policy for board recruitment. The board will review all applicants.

	<ul style="list-style-type: none"> <li>○ There have already been 3 applicants; Harris McWade, Lois Young, and Tony Serge. The posting for the open spot will also be advertised in the Groton Herald by March 31.</li> <li>○ Question: Is it possible to advertise for both the current opening and Peter’s opening for July at the same time? Answer: Ashley will check with the Town Clerk’s Office for clarification.</li> <li>○ Currently, Pascal and Mihran feel there is no need to interview all applicants initially. If there are overwhelming amounts of applicants or if the board feels very strongly, interviewing will be reconsidered.</li> </ul> <p>- Vote:</p> <ul style="list-style-type: none"> <li>▪ Pascal made a motion to not interview applicants but reserving the right to interview everyone after reviewing the applications and letters of intent.</li> <li>▪ Mike and Judy seconded the motion.</li> <li>▪ Roll Call Vote: Dottie- yes, Mike- yes, Judy- yes, Michelle- no, Pascal- yes, Therese- yes, Mihran- yes.</li> </ul>
4. Strategic Plan	<p>Mihran and the team have completed the bulk of the strategic plan. This plan is a rolling plan that will require annual reviewal by the COA Board. Some of the goals will also require work to be done by the COA Board. This plan begins July 1, 2023 for FY24.</p> <p>The Key Metrics have not been completed and will be done by Ashley and the staff.</p> <p>The mission statement was also reviewed during this process and deemed that it was strong and captured the goals and objectives of the Council on Aging.</p> <p>Michelle motioned to accept the strategic plan. Judy seconded. Roll Call Vote: Unanimous yes.</p>
5. Reaccreditation Report Out	<p>Standard 9 (reported by Ashley on Peter’s behalf): This standard is done and ready for reviewal by all board members in the google drive.</p>

	<p>Dottie (Standard 5) has put together all the information and is revising. Will be done this week.</p> <p>Mike (Standards 3 and 8) is done with both standards and is ready for reviewal in the drive.</p> <p>Judy (Standard 4) is about 90% done, currently waiting on some information and input from the town.</p> <p>Michelle (Standard 6) is almost done, in the final review and editing stages.</p> <p>Pascal (Standard 7) is complete and has been voted on previously.</p> <p>Therese (Standard 2) has completed her part.</p> <p>Mihran (Standard 1) has completed the main part of the standard which was the strategic plan.</p> <p>Drafts of each standard will be ready by the next board meeting to vote on in order to move forward with the uploading process. It is requested that each standard is ready for reviewal by other board members by the Wednesday prior to the next meeting.</p>
<p>6. Other Business/Next Meeting</p>	<p>Michelle shared exciting news that there the town has received a \$50,000 grant from Blue Cross/ Blue Shield for an outdoor fitness park.</p> <p>Pascal motioned to adjourn; Judy seconded the motion.</p> <p>Roll Call Vote: unanimous yes. The meeting adjourned at 2:37 p.m.</p> <p>Next Meeting: April 10, 2023 at 1:00 p.m.</p>