Groton Council on Aging

The Groton Center

COA Board Meeting Minutes for September 18, 2023

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| **Date** | September 18, 2023 |
| **Time**  | 3:00 p.m.-4:45 p.m. |
| **Location** | 163 W Main Street Groton, MA 01450  |
| **Board Members in Attendance** | Harris McWade, Carole Carter, Lois Young, Pascal Miller, Michelle Collette, Judy Palumbo O’Brien, Tony Serge, Michael Bouchard, Dottie Zale |
| **COA Staff in Attendance**  | Ashley Shaheen, Nändi Munson |
| **Guests in Attendance:**  | Peter Cunningham, Town Manager Mark Haddad, Executive Assistant to the Town Manager Kara Cruikshank |
| **Facilitator** | Pascal Miller, Chair |

**Agenda Items and Notes**

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| 1. **Open Meeting**
 | * Pascal Miller, Chair, called the meeting to order at 3:03 p.m. The meeting was recorded on Zoom.
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| 1. **Presentation and Approval of August Meeting Minutes**
 | * A correction was made on p. 1: Pascal Miller was listed as “Vice Chair”; this was corrected to “Chair.”
* A correction was made on p. 2: Board member interviews took place on Wednesday August 16th, not October 16th.
* A correction was made on p. 2: Carole Carter was voted as the primary candidate to be recommended to the full COA Board ~~and Select Board.~~
* A correction was made on p. 4: “Pascal was thanked for his review of the ~~strategic plan~~ re-accreditation materials.”

Michelle Colette made a motion to accept the minutes. Michael Bouchard seconded the motion. The August minutes were accepted unanimously by vote.  |
| 1. **Welcome to Carole Carter and Nändi Munson**
 | Ashley Shaheen welcomed new Board Member Carole Carter and new Community Engagement Specialist Nändi Munson. |
| 1. **Building Use Policy**
 | Mark Haddad presented the updated Building Use Policy, seeking endorsement from the COA Board. The COA Board provided the following recommendations by motion of Michelle Colette and seconded by Tony Serge: 1. Ensure there is language prohibiting political groups from renting the Groton Center space.
2. Fundraising to be permitted by non-political nonprofit groups, e.g. the Friends of Groton Seniors.
3. Language to be added to p. 4 of the policy to state “Take out food may be purchased from retail food vendors, e.g. pizza, sandwiches, pastries, provided that the food does not require refrigeration, cooking, or heating *within the COA kitchen*.”
4. Language to be added to clarify that the fee is associated with off-hours use of Groton Center.
5. Language to be added to include bathroom and lobby available for use by renters.

Pascal Miller agreed to share these recommendations with Town Manager Mark Haddad.  |
| **5. Squannacook Sportsman’s Club**  | Peter Cunningham provided update on EPA project. Trails Committee and Landscape architect Lorraine Black in discussion about next steps. Peter would like three COA Board members to volunteer to help plan for next steps. Harris McWade serves on Trails Committee and volunteered to act as Liaison. Michelle Colette is already involved with this group. Judy Palumbo O’Brien and Dottie Zale also volunteered.  |
| 1. **Review of EOY Expense Report**
 | Ashley Shaheen gave a review of the End of Year Expense Report for the COA and for the Senior Van Budget.  |
| 1. **COA Department Report**
 | Due to time limitations of this meeting, Ashley Shaheen encouraged members to read the written report. There were no questions at the time of this meeting. |
| 1. **NCOA Re-Accreditation Update**
 | \*Michelle Colette left meeting at 4:18pm. Ashley Shaheen shared that a secondary reviewer has been assigned and is currently reviewing the re-accreditation application. The secondary reviewer may have follow up questions.  |
| 1. **Review of Board Manual/Resource Guide**
 | Board Manual to be available online on the Google Drive, as well as printed binder for each Board Member who would like a printed copy. Lois Young and Carole Carter volunteered to help get binder printed at Staples. Manual to include volunteer application, and volunteer orientation materials.  |
| 1. **Board Workshop Update**
 | Part I of the Board Retreat will be held 9:00 a.m to 12:00 p.m. Monday October 2nd, at the Lawrence Academy Media Center, 26 Powder House Rd. Part I will cover the following: * Team building, and identifying personal priorities of the Board.
* Review of Board Manual
* Review of Bylaws, Board member roles and responsibilities.

Part II of the Board Retreat will be held 1:00 p.m to 3:30pm Monday October 16th at Groton Center. Part II will cover the following: * Review of Survey Feedback
* Review of Strategic Plan, and assignment of Champions for each of the strategies.
* Marketing, how to increase membership at the Center, identify strategies.
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| 1. **Other Business**
 | No other business discussed. |
| 1. **Next Meeting and Adjournment**
 | Harris McWade made a motion to adjourn; Michael Bouchard seconded the motion. The motion to adjourn was approved unanimously at 4:45 p.m. |

Respectfully Submitted,

Nändi Munson

September 21, 2023