**COA Board Meeting Minutes for October 2, 2023**

**Lawrence Academy – Media Center**

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| **Date** | Monday October 2, 2023 |
| **Time** | 9:00 a.m. - 1:10 p.m. |
| **Location** | Media Center, Lawrence Academy |
| **Board Members in Attendance** | Pascal Miller, Harris McWade, Tony Serge, Michelle Collette, Carole Carter, Judith Palumbo O’Brien, Lois Young, Dottie Zale. |
| **Board Members Absent** | Berta Erickson |
| **COA Staff in Attendance** | Ashley Shaheen, Nändi Munson |
| **Guests in Attendance:** | Kelly Burke and Donna Popkin, Massachusetts Councils On Aging (MCOA) |
| **Facilitator** | Pascal Miller, Chair |

**Agenda Items and Notes**

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| **Open Meeting** | * Chairperson Pascal Miller called the meeting to order at 9:05 a.m. |
| * **Vice Chair Board Opening** | * Pascal announced that the Board needs a new Vice Chair, as Mike Bouchard has resigned and relocated out of state. * Dottie nominated Tony Serge, seconded by Michelle Collette. Approved unanimously. |
| * **Welcome/Introduction** | * Ashley thanked Tony as the lead along with all who had contributed to developing and scheduling the Board Retreat and introduced Kelly Burke and Donna Popkin, from the MCOA. |
| * **GCOA Mini Documentary** | * Ashley announced that a video was produced in collaboration with the Groton Channel that highlights the Groton COA and what the Center means to its members and the community. In the video Ashley talked about the many services and programs offered by the Center. Several seniors showcased in the video shared their personal stories regarding the Center and the positive impact it has made on them. The video featured Barbara Badstubner, Jane Fry, Jane Harmon and Roger Shaller who spoke about the meaningful impact the center, its programs and staff, others members and volunteers have greatly enriched their lives. * This video was shown for the Retreat Participants. |
| * **Agenda** | * Tony Serge reviewed the agenda to include team building and an overview of Board roles and responsibilities. * He announced that the next workshop focused on the Strategic Plan was to be held on Monday, October 16, 1:00-3:30 p.m. at the Groton Center. He indicated that it was to be a working session addressing feedback from member surveys, strategic planning, reviewing strategies and improving marketing. |
| * **Getting to Know the Board members** | Each participant provided an overview of their background and what they wish to contribute as a Board member:   * Tony Serge: Tony Serge:  A Chicago native had extensive work experience in senior Business Management roles with Digital, Pfizer and Johnson & Johnson. Tony is an active member on Patient & Family Advisor Boards with The Beryl Institute, Brigham and Woman’s Hospital and in the past with Dana Farber. * Dottie Zale: Dottie has extensive experience in health care and related settings, teaching, and military service. A native of a small Pennsylvania town, she attended the University of Pennsylvania. Dottie worked in nursing for ten years at Emerson Hospital and during her career she was a school nurse for many years at Fort Devens and at the Groton School. Dottie initially started as a volunteer at the Center after retiring. A short time later, she applied and was appointed to the Board in line with her desire to more active in the community. * Judith Palumbo O’Brien, from Bedford, MA has a business background in administration and human resources. She has wide-ranging HR experience in health care and related industries to include the Massachusetts Hospital Association and Health Alliance Hospitals as well as municipal and private industry and also taught in the undergraduate program at Northeastern University. Judy indicated that she loved the joy the Center brought to this community and wanted to be involved as a Board Member to help advocate on behalf of senior adults and enhance exposure and outreach of the Center. * Harris McWade is from Waltham and comes to use with an analytical and teaching background, and is a horse lover and avid rider. Harris, now retired, was an Engineer at Wang Laboratories, and a Documentation Specialist at Merck. She is very active in a number of community groups to include the Nashoba Valley Artists Group, where she facilitated a significant increase in their membership. Harris feels strongly that the Groton Center is a place for members and the community to get together to socialize and participate in programs and activities and that the Center helps to reduce isolation for its patrons. * Pascal Miller, current COA Chairperson, is a native of the Belgium and Brussels area. He worked as an Engineering Manager, which he was for some 23 years in the Nashua area. Pascal is very active at the Groton Center. He is a volunteer for our Meals on Wheels Program and the AARP Tax Aide Preparation Service for seniors, which he really enjoys. In addition, Pascal volunteers at the Reception Desk. He is interested in helping staff publicize programs more effectively and increasing communications and socialization opportunities for members. Pascal enjoys sailing and teaches a summer sailing program in Beverly. * Lois Young says she is currently looking to find out what she enjoys most. She loves variety, and feels that the Groton Center offers many programs and much variety. She is highly interested in helping others to age well, and to live a full life every day. Lois was born in Brooklyn, NY, and lived in Washington DC, where her Mom was a journalist, covering Capitol Hill and the Pentagon. She was the first Director at RiverCourt Residences, has been a social worker, family housing coordinator, and an elder care provider. Lois enjoys being active in the Groton Historical Society, and is very interested in recording oral histories on video. * Carole Carter is a Malden native who has worked as a Senior Paralegal. She retired when Covid hit, having worked for 31 years as a real estate broker. She is a fundraising volunteer. She has been an active Garden Club member since 2017. A volunteer at the Center at the reception desk, she loves interacting with members and seeing members enjoy themselves at programs and activities. * Michelle Collette is from Manchester, NH, and moved to Groton from Leominster. She attended St. Anselm College. She has served on the Conservation Commission, Planning Board, as Stormwater Inspector, on the Diversity, Equity and Inclusion Committee, and Board of Health before volunteering at the Groton Center. |
| **Presentation by MCOA on COA Boards, Statewide Structure of Elder Services Delivery and Funding** | Presenters: Kelly Burke, Donna Popkin, MCOA:   * Kelly talked about the structure and responsibilities of local Councils on Aging, addressing the categories below which are summarized in in Addendum A: COA Board Matrix: * Agenda Development * Board Meetings * Management * Development/Orientation * Vision, Mission and Goals * Funding * Education * Donna explained the structure and funding continuum/resources provided for and available to local COA’s. These begin with the Executive Office of Elder Affairs, which receives both Federal and State funding to provide resources and services to local COA’s. There are four main funding sources for COA’s: * Municipal Funding * Funds made directly available to local COA’s * Aging Services Access Points and the Aging and Disability Resource Consortia * Grants and Philanthropy   These resources are explained more in Addendum #2: Introduction, State Unit on Aging.   * A detailed breakdown of Elder Services, starting at the Federal level, and continuing to local COAs, is found in Addendum 3, MA Aging Network. |
| * **Closing of Meeting** | * Lois Young made a motion to close the meeting. Carole Carter seconded the motion. The motion was approved unanimously and the meeting adjourned at 12:55 p.m. |
| * **Next Meeting** | * Next meeting is scheduled for Monday October 16 at 2:00 p.m. at the Groton Center. |

Respectfully Submitted,

Nändi Munson

Judith Palumbo O’Brien

November 10, 2023