**COA Board Meeting Minutes for October 16, 2023**

**The Groton Center**

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| **Date** | Monday October 16, 2023 |
| **Time**  | 2:00 p.m. - 4:10 p.m. |
| **Location** | The Groton Center  |
| **Board Members in Attendance** | Pascale Miller, Lois Young, Harris McWade, Judith Palumbo O’Brien, Tony Serge, Michelle Colette, Carole Carter, Berta Erickson, Dottie Zale |
| **COA Staff in Attendance**  | Ashley Shaheen, Nändi Munson |
| **Guests in Attendance** | Peter Cunningham, Judy Anderson |
| **Facilitator** | Pascal Miller, Chair |

**Agenda Items and Notes**

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| **Open Meeting**  | * Pascal Miller, Chair, called the meeting to order at 2:01 p.m. The meeting was recorded on Zoom.
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| * **Presentation and Approval of September Meeting Minutes**
 | * Meeting minutes were reviewed. There was no discussion. Board voted, all in favor. Berta Erickson abstained, as she was unable to attend the meeting on October 16. Michelle made a motion to accept the minutes. Lois seconded the motion. The September minutes were accepted by vote.
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| * **Welcome to Berta Erickson**
 | * Ashley welcomed new Board Member Berta Erickson.
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| * **Squanacook Sportsman’s Club**
 | * Peter provided an update on EPA project:
	+ EPA is nearing project completion; has requested input from the Town on what condition to leave the property in.
	+ A group comprised of COA Board members, the landscape architect Lorayne Black, Town Manager and some DPW staff conducted a site walk.
	+ Blue Cross Blue Shield grant funds already secured to install an outdoor fitness area. The Town of Groton will be looking to secure matching funds from the CPA to create additional walking trails and additional fitness stations along the trails.
	+ The old clubhouse will be demolished with FY25 Town Budget funds.
	+ COA board Members Michelle Colette, Berta Erickson, Lois Young, Dottie Zale, and Judy Palumbo-O’Brien volunteered to join Peter Cunningham, Paul Funch from the Trails Committee, and Lorayne Black to comprise a Squanacook Sportsman Club Recreation subcommittee. Harris McWade made a motion to form a subcommittee to review the Squanacook Sportsman’s Club site plans. Judy Palumbo-O’Brien seconded the motion. Harris McWade motioned to amend the initial motion for the Subcommittee to include COA board Members Michelle Colette, Berta Erickson, Lois Young, Dottie Zale, and Judy Palumbo-O’Brien along with Peter Cunningham, Lorayne Black, and Paul Funch on this subcommittee. Dottie Zale seconded the motion.
* Vote taken on amendment. All in favor.
* Vote taken for original motion to form subcommittee. All in favor.
* Peter Cunningham to schedule a subcommittee meeting.
* Peter Cunningham to talk with Connie Sartini at Groton Herald about highlighting the project, as Lois suggested.
* Subcommittee will report progress updates to the COA Board.
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| * **NCOA Re-Accreditation Update**
 | * Ashley Shaheen reviewed the reaccreditation process to date and the NCOA recommendations to the Groton COA from the 2015 reaccreditation.
* Continue to develop and enforce written policies and procedures
* Enhance Marketing Plan
* Formalize Volunteer Program
* Explore Joint Lifelong Learning
* Use outcome-based evaluation
* Diversify revenue sources
* Reviewed specific topics the NCOA had asked for more information on during current reaccreditation process.
* Procedure for denial of services
* Procedure for speakers coming in to advertise of sell products
* Groton Woman’s Club
* Gibbet Hill
* Participant follow-up regarding member incident reports
* Outcome based surveys
* Announced the site review schedule for October 24 and 25, 2023, with Sandra Johnson, NCOA Site Reviewer.
* Noted that all reaccreditation documents and materials are available to the COA Board Members on the Google Drive.
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| * **Overview of Strategic Plan, Marketing Plan, and Bylaws.**
 | * High-level overview of Strategic Plan, Marketing Plan, and Bylaws.
* Board to do a deeper dive at next Board Meeting.
* In January 2024, a Bylaw Review Subcommittee will be formed.
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| **Next Meeting and Adjournment** | * Next meeting will be Monday November 13 at 2:00 p.m.
* Judy made a motion to adjourn; Michelle Colette seconded the motion. The motion was approved unanimously and the meeting adjourned at 4:10 p.m.
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Respectfully Submitted,

Nändi Munson

October 27, 2023

Judith Palumbo O’Brien

November 10, 2023