**COA Board Meeting Minutes January 22, 2024**

**The Groton Center**

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| **Date** | Monday, January 22, 2024 |
| **Time** | 10:00 a.m. |
| **Location** | The Groton Center |
| **Board Members in Attendance** | Pascal Miller, Chair  Tony Serge, Vice Chair (via Zoom)  Carole Carter (via Zoom)  Judith Palumbo O’Brien, Secretary  Michelle Collette  Dottie Zale  Berta Erickson  Harris McWade  Lois Young |
| **COA Staff in Attendance** | Ashley Shaheen, Director  Nändi Munson, Community Engagement Specialist |
| **Guests in Attendance** | Paula Martin, Roger Shaller, Peter Cunningham, Town Manager Mark Haddad (via Zoom), Executive Assistant Kara Cruikshank (via Zoom) |

**Agenda Items and Notes**

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| **Open Meeting** | * The meeting was officially started at 10:04 a.m. by Pascal Miller Board Chair. |
| * **Acceptance of Minutes** | * Review of Board Minutes from December 11 Meeting. Edits were documented. * Dottie Zale made motion to move. Harris seconded the motion with minor corrections. All voted in favor. |
| * **Transition Planning** | * Director position posted with application deadline of February 9. |
| * **Letter of Support for Affordable Housing Trust** | * Michelle Collette reviewed the Letter of Support and provided background on Affordable Housing Trust. * Michelle Collette made motion for the COA Board to authorize the Chair to submit the Letter of Support to the Community Preservation Committee as drafted. * Dottie Zale seconded the motion. All voted in favor. |
| * **Bylaw Review** | * Tony Serge led discussion on bylaw review and opportunities for clarifications. * Pascal Miller shared his discussion with the Town Clerk regarding the operating policy/guidelines versus the bylaws. |
| * **COA Formation of Bylaw Review Subcommittee** | * Bylaw Review Subcommittee to be formed which will be subject to public meeting law. * Tony Serge, Michelle Collette and Harris McWade expressed interest in serving on the Subcommittee. * Harris made motion for the Subcommittee to be formed to review the current bylaws comprised on board members Harris McWade, Michelle Collette, and Tony Serge. * Judith Palumbo O’Brien seconded the motion. * Michelle Collette made a motion to amend the initial motion and add the Interim Director or designee as a participant on the Subcommittee. * Dottie Zale seconded the amended motion. All voted in favor of the motion as amended. |
| * **Strategic Plan Review** | * Tony Serge provided an overview of the Strategic Plan. * Ashley Shaheen shared updates on strategic action items currently in process. * Board discussion regarding the confusion between the Groton Garden Club initiatives and the Groton Center Community Vegetable Garden. * Michelle Collette made motion for Harris McWade to act as liaison to the Groton Garden Club and the Groton Center Community Vegetable Garden. * Berta Erickson seconded this motion. * Lois Young volunteered to help as liaison for the two groups. * Michelle Collette made motion to include Lois Young as an alternate liaison to the Groton Garden Club and the Groton Center Community Vegetable Garden. * Dottie Zale seconded the motion. All voted in favor. |
| * **Marketing Plan Review** | * Tabled until future meeting due to length of this meeting. |
| * **Other Business** | * Paula Martin, guest and former board member expressed concern over the Building Rental Fee charges to the nonprofit groups. * Ashley Shaheen indicated that she would communicate this concern to Mark Haddad, Town Manager. * Chair Pascal Miller indicated that he would bring forth these concerns to the Town Manager and the COA Board members agreed unanimously that this would be an appropriate next step. |
| **Closing of Meeting** | * Harris McWade made a motion to close the meeting. Judith Palumbo O’Brien seconded the motion. All voted in favor. Pascal Miller adjourned the meeting at 12:58 p.m. |
| **Future Meeting Times** | * Next meeting was scheduled for Monday February 12, 2024 at 1:00 p.m. at the Groton Center. |

Respectfully submitted,

Nändi Munson

Judith Palumbo O’Brien, COA Board Secretary

February 7, 2024