

COA Board Meeting Minutes
August 14, 2023
10:00 AM

In Attendance: Bert Lannon, Helen Daly, Meredith St. Sauveur, Elizabeth Derwin, Joyce Boiardi, Bill Brown, Anne-Marie Gagnon.

Director's update

- Anne-Marie shared **preliminary plans to rearrange space** in the Senior Center. There are ideas about moving the staff together by reconfiguring the area now known as "Candy's Corner". This could be changed to make office space for the Department assistant and the HESSCO staff. A new display area would have to be identified for the "Candy's Corner" items. The room that currently houses the department assistant and HESSCO staff could then be used as either a program room, crafting space, or game space.
- A **job posting** for a Social Services/Outreach coordinator will be posted this week. It's an hourly position for 35 hours a week. This will give the center a second full-time employee.
- The **September newsletter** is almost complete. We discussed exploring advertising in future newsletters, the number of newsletters to distribute, printing options, and more expansive ways to distribute the newsletter. Anne-Marie may re-engage the newsletter committee to discuss options.
- We discussed re-working the bylaws to get updated for the November town meeting.

Clerk's Report

- **July meeting minutes** were accepted with one small change on the responsibilities of each board member. We want to explore the role of all board members.
- At the bottom of the minutes is a document which has the mission statement, role of the board, and **proposals on the role of the different board members**. We have already approved the mission statement and role of the board, the addition everyone needs to review is the role of each board member. We will discuss at our next meeting.

Chair's Report

- We have received interest on the open board seat. At our next meeting we will discuss how to best proceed with talking to people about their interest.
- The DPW is going to get a sign made for the new Garden. It was suggested we should call this the Tribute Garden. We can honor donors, groups or organizations that have helped the COA, as well as members who have passed-on. The sign could look something like:

Millis Council on Aging Tribute Garden

Action Items

All – review board member roles

Elizabeth – send bylaws to Anne-Marie

Elizabeth – send Anne-Marie data gathered from newsletter committee

Next Meeting – August 31, 9:00 AM.

Mission Statement:

The Millis Council on Aging seeks to enhance and enrich the quality of life for our residents aged 60 and older, by providing programs and services that promote independence, healthy living, and social engagement. In Millis, seniors should be a valued and respected part of the community; lead active and independent lives; and live safely in their homes for as long as they choose. The town's outreach staff is housed within the Senior Center coordinating social services to all residents, regardless of age.

Role of the COA Board:

The COA Board is a permanent strategic and advisory board comprised of seven (7) volunteer members. In partnership with the COA Director, the board provides leadership on the direction, operation, and services of the Senior Center. This includes staffing, budgeting and fundraising, outreach to other COA boards and legislators, and public advocacy for the town's senior residents.

The Board strives to empower our diverse 60+ seniors by:

- Offering opportunities for social and intellectual engagement
- Promoting aging-in-place tools and programs
- Providing resources that enhance healthy, independent living and help seniors feel safe, secure, and in control of their futures
- Presenting volunteer opportunities to share their expertise and hobbies with others
- Soliciting input from seniors that use the center on what improvements and additions could be made to the programs and services
- Reaching out to seniors that don't use the center to understand what prevents them from using the programs and services

The board has the following subcommittees:

- Transportation
- Programming
- Marketing & Communications
- Physical Space and Daily Operations
- New Senior Center
- Finance
- Town and State Government

The board has the following Board Member Roles:

Chairperson

- Presides at board meetings
- With the Director, creates board meeting agenda and distributes it to board members
- Oversees subcommittee assignments and leadership roles in the subcommittees
- Serves as the contact for board issues
- Sets goals and objectives for the board

Vice Chair

- Fulfills the chair role when the chair is absent or that office becomes vacant
- Fulfills the secretary role when the secretary is absent from board meetings
- Assists chair in execution of chair responsibilities
- Leads one or two subcommittee

Secretary/Treasurer

- Produces minutes of board meetings
- Assures posting of board minutes on town website and files copy in town clerk's office
- and in Sr. Center
- Presents financial statement at board meetings
- Serves as chair of Finance subcommittee

General Member

- Attends and actively participates at board meetings
- Is a member of at least one subcommittee
- Supports all agreed upon initiatives
- Recruits other board members when openings arise