

TOWN OF MILLIS • COUNCIL ON AGING
 BOARD COMMITTEES • May 2023



Board-anchored Committees are voluntary groups intended to create their own momentum by generating and executing ideas for strengthening programs, resources, partnerships, and community engagement. These intend to coalesce members to benefit the Senior Center member experience and add value to its connection to the Millis community overall. This is a standard Board model; programs and communications should be coordinated with staff. Any related spending requires advance Board or Director approval as appropriate.

As of May 2023, the following Committees have been identified, with a preliminary list of their potential areas of focus and Board leads. This structure is designed to support implementation for staff.

TRANSPORTATION	Bert, Bill & Elizabeth
<ul style="list-style-type: none"> • Better utilization of COA vehicles, e.g., field trips, more van trips • Driver retention and recruitment, training, insurance, schedule coverage • COA Vehicle Program: (preventative fleet maintenance schedule and costs, Capital Planning Committee vehicle turnover w/ cost forecasting, driver training requirements, DPW garage maintenance access) • Insurance policy renewals for all drivers • State grant (\$25K) vehicle purchase status w/ driver input, old car sale income • Handicap plates, inspections • Satisfaction survey • Anthology van services as may link to Senior Center • Explore feasibility of “Voter Valet” vehicle transport program for Town Meetings 	

PROGRAMS & PARTNERSHIPS	Meredith, Joyce & Bert
<ul style="list-style-type: none"> • Create an Orientation pkg and welcome for new staff and Board members • “Meet the Board” Coffee Hour or Town Hall • Participate in more multi-gen town activities, document in Town Annual Report • Acquire outdoor furniture and tent for seasonal outside enjoyment • More field trips using COA vehicles; cooperative field trips w/ neighboring COAs • Revive hometown Welcome Wagon as gateway to incoming residents of all ages • Feedback surveys for new program interests, post-program satisfaction reviews • Millis Lions: Mobile eye screening; Beautification Day • Host local multi-gen events, e.g., MMS Kindness Group, Recreation partnership • Identify key town connectors (Veterans, Recreation, Schools, Health, Public Safety, Anthology, 55+ Subdivisions, Faith Leaders, Historical Commission) • Brainstorm new intergenerational, member input/ideas, pilot programs • Ideas abound... book clubs, trips, poker, skills courses, H.S. matching for mentoring/internships, quilting/sewing, incoming MMS student event, after school jobs board w/ Rec Dept for kids, etc. • Cross-promote Millis Arts Council Grant program, Niagara Hall and Library events • Interior space planning changes to refresh, meet more program needs 	

MARKETING & COMMUNITY OUTREACH	Loring, Elizabeth
<ul style="list-style-type: none"> • Monitor state EOE rebranding, AARP, other “senior” language nuances • Rebranding: update Mission Statement, business cards, website, Facebook page, literature • Plan inserts and messaging for Town utility and tax mailings (see Calendar) • Proactively determine how to participate in town activities • Compile activities for Annual Town Report, particularly YoY services comparisons • Collaborate w/ Millis Community Media (cable TV) for larger print screen bulletin boards • Literature & Web: explore large print format, purchase of magnifying reading tables • Consolidate Facebook pages, best practices, content leaders • Update Millis Local Emergency Planning Committee (LEPC) & Weather/Emergency Closure • Educate community, use infographics to convey services value, breadth 	
SENIOR CENTER OPERATIONS SUPPORT	Bill, Meredith
<ul style="list-style-type: none"> • HESCO; Meal/food programs: Lovin’ Spoonfuls; Roche Bros. (esp. flowers); Panera Bread, Blue Moon, • Recognition/thanks to partners & donors via newsletters, other • Community participation for holiday, recognition events • Outreach for fitness programs, walking groups, pickle ball leagues, etc. • PT experts: mobility equipment audit to determine storage capacity, donations • Promote Kingsbury Club, fitness retailer and other fitness partnerships via Facebook. • Determine feasibility of storing donated outdoor furniture, cornhole, umbrellas • Investigate large tent purchase and installment (Bldg. Commissioner), outdoor furniture 	
NEW SENIOR CENTER 2.0	Loring, Elizabeth
<ul style="list-style-type: none"> • Outreach strategy and advocacy; timeline to May ’24 Town Mtg. • Tours to other new Senior Centers (No. Andover, Dedham, Marshfield, Hopkinton, etc.?) • Friends of MCOA collaboration • Legislative and grant funding; develop annual grant filing calendar • Select Permanent Bldg. Committee liaison • Write boilerplate COA descriptions to expedite grant applications • Determine grant eligibility benefit of age-friendly/dementia-friendly certifications 	
FINANCE	Elizabeth, Loring
<ul style="list-style-type: none"> • Monthly status, forecasting w/ Outreach Manager • Sep: Begin FY budget planning w/ Director • Build new grant capacity, measure YoY efforts and outcomes • Quantify goods received/member response to donations appeals • Serve as FinCom liaison, Select Board budget co-presenter • Revolving fund, Capital Planning • Vehicle maintenance incl. insurances, longevity, and purchase needs • Coordination w/ Friends of COA; Coordinate Friends & Board Finance Summit 	

TOWN GOVERNMENT & PUBLIC AFFAIRS	Loring,
<ul style="list-style-type: none">• Monitor and share relevant aging policy and regulatory agency news w/ Board, staff• Legislator event attendance and advocacy• Investigate and implement Senior Civic Academy to increase 60+ activism• Update of COA Town Bylaws for November Town Meeting via Select Board liaison• Advocate for a Saturday Spring Town Meeting• Reformat agenda and back-up packages to be compliant w/ public meeting laws• Institute quarterly Select Board presentations• Older Americans Month (May); Lansing Millis Legacy Award (May)• Director search liaison to TA/Personnel Office	