

Weston COA Governance Committee Meeting Minutes, Tuesday, January 17, 2023

The meeting was called to order at 9:00am by Chair, Joan Heilbronner.

Present: Sue Ruskin Friend, Joan Heilbronner, Linda Johnson, Tom Nicholson, Prather Palmer and Kristen Frady (ex officio)

Resident Concerns and Comments: None.

Minutes of the November 15 Meeting were approved unanimously.

Acting Director's Report

The staff are in good spirits despite being stretched since Mignonne left. Chris has been helping out with front office tasks, answering the phones and manning the front desk. Joyce has always been stretched. Kristen is working on the Annual Report. There is a \$50k grant pending from the MA Development account. Kristen is going to hold off with implementing credit cards and purchasing additional tech equipment ; she feels that these are decisions which should be made by the new Director. The loan equipment closet is running low which is the pattern every winter. Kristen may need to purchase some equipment soon to fill in holes in the inventory. Programming is more heavily weighted toward Zoom in the winter but by March/April there will be a better balance of in-person versus virtual programming.

Discussion about Search for New COA Director

There have been 14 applications for this position. Linda was part of the initial screening interview team along with Leon and Lisa. Finalists will be interviewed by a larger panel tomorrow comprised of Lisa Yanakakis, Leon Gaumond, Chris Fitzgerald, Jenn Warner, Monyette Vickers, Linda Johnson, Joan Heilbronner, Alice Benson and Kelly Connarton ; this will be a public meeting. All panel members will ask questions from a script. Lisa will attend the board meeting on Thursday to answer our questions.

Discussion about Document Handbook

Joan has received charters from Community Connections, Governance and Strategic Initiative committees and will remind others to submit them at the Board meeting. Linda and Joan are working on performance objectives for

the COA Director and a professional development plan. Goals for the upcoming year are: increase social services interactions; start accepting credit cards; enhanced marketing to the 60-75 yo contingent; participate in Master Plan discussions. Professional development includes mastering Excel and social media. Joan stated that there is a need for more specific performance objectives for the next COA Director. The goals that are set should be SMART goals—specific, measurable, attainable, relevant and time-based. The new COA Director should also “measure what matters” when setting goals of his or her staff. There should be interim reviews for both the Director and staff to see whether progress is being made toward goals. It is important to remain aware that personnel management and budget are the purview of Lisa Yanakakis, not the COA Board. Other issues important in choosing a new COA Director—director needs to be able to “manage upward”, both with the COA Board and his/her supervisor. Working with the Planning Board is also a critical part of the job. The current Master Plan for Weston was devised in 1965, and the Town is forming a committee to work on a new Unified Master Plan—the COA needs to be at the table for this. The new COA Director will also need to support the liveability initiative and should reach out to other town stakeholders to increase awareness of the COA and to promote liveability in alignment with the Unified Master Plan. There is a Board concern about staffing—is it adequate to support the needs of older adults in Weston? Is there a need for more structure regarding social services? Since COVID, much more time is needed to plan and execute programming due to the addition of Zoom activities and the increased volume of emails. Now COA participants are both connecting on Zoom and coming in to the COA. As volunteers come back to the COA, this will require added time for training. Transportation needs a revamp—it is disjointed with 6 different options. Team building of staff will be important as well.

Recruitment

Betsey and Bob are both coming to the end of their second terms in June. 4 people have expressed interest in joining the Board which is a good start but the goal is for additional possible board members. Linda and Joan urged Board members to continue to pursue potential leads.

Project Updates

Discussed possible partnership with other stakeholders for livability initiative.

Other Business

Linda and Joan attended the kickoff meeting to the next Celebrate Weston event which will now be an annual town event.

Next meeting on February 14, 2023 at 9am

The meeting was adjourned at 10:02 am

Respectfully submitted by Sue Ruskin Friend 10/30/22