

Weston COA Governance Committee Meeting Minutes, Tuesday, February 14, 2023

The meeting was called to order at 8: 59 am by Chair, Joan Heilbronner.

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

Minutes of the January 17 Meeting were approved unanimously.

Resident Concerns and Comments: None.

Acting Director's Report

The staff met with the incoming new Director, Joan Ingersoll, last week; it was a great conversation. Joan begins her role as COA director on 3/20/23. Kristen plans to inform the Friends of the COA of Joan's appointment imminently. Kristen will be out the week that Joan starts. Joan will be introduced to town residents in the April newsletter. A current priority for the COA is hiring a new driver as one driver is unavailable during the summer, one is moving by the summer, and the 3rd driver is only available one day per week. Board members should network for this position as posting has not been beneficial in the past, and word of mouth has worked best. The Community Connections Committee is hosting a housing panel on 3/15/23 to be led by John McCahan. The title of the panel is "Should I stay or should I go?", and the participants will be 3 older adult Weston residents who have recently changed their living situations. The target audience is older adults and their adult children. The volunteer appreciation luncheon is 4/21/23. Board members help with that, and there will be a sign-up genius soon. Tax appointments have started. The inventory for the loan closet is rebuilding, and there is now some of every item in stock again. The wheelchairs that were ordered were used immediately. Post office boxes in town have been broken into by a ring of thieves who have a key. Sandy will make note of this in the next monthly newsletter and will also mention this problem when billing residents and recommend that checks are either mailed inside the post office building or dropped off at the COA. This issue creates more difficulty for people with accessibility problems and highlights the need to be able to take credit cards as soon as possible at the COA.

New COA Director Hiring Update

Joan Ingersoll starts March 20. Linda will check with Lisa about informing the other members of the search committee that Joan has been hired. Joan will attend the Board Meeting this week. Linda and Joan H. are coming up with a plan to make the onboarding process helpful and not overwhelming.

Document Handbook Updated

The handbook is almost completed, and that should be useful for Joan I. There will be a new process for nominating officers and this is reflected in the updated organizational procedures document. Going forward, Board members will be able to nominate officers. The Governance Committee will bring the officer slate to the Board in April, and it will be voted on by the Board in May.

Recruitment

Some really great candidates are interested. There are 2 upcoming vacancies and 5 potential candidates who have expressed interest. They will become candidates once they have filled in the application. Leon and Michelle LeBlanc will post the openings around April 1. Associate members are required to be appointed with the goal of making a particular contribution or having a particular skill set that is needed on the Board. For former Board members, who do not meet the qualifications for Associate membership, membership on a committee offers the option of continuing involvement with the COA, since committee members are not required to be a member of the Board or even to reside in Weston.

Celebrate Weston Update

Celebrate Weston is scheduled for May 20 and will once again pair up with Spring Fling. Betsey is representing the COA on the Celebrate Weston Committee.

Other Business

The COA has the opportunity to appoint a designee to sit on the Unified Planning Committee. The designee is not required to be a member of the Board. The seat is for a 3 year term, and meetings will be remote for as long as possible. Board members have signed up to attend and monitor the meetings of other town committees; Linda will remind Board members of their commitments at the Board meeting this week. The grading system

for positions at the COA is under review Lisa; Joan H. and Linda will discuss with her.

Next meeting on March 14, 2023 at 9am

The meeting was adjourned at 9:36 am. The next Gov Comm meeting on 3/14 will have to be in person if it remains scheduled for 9am. In the event that a quorum is unavailable in person at 9am, the meeting time will have to be changed.

Respectfully submitted by Sue Ruskin Friend 3/4/23