

## **Weston COA Governance Committee Meeting Minutes, Tuesday, March 14, 2023**

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

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

**Resident Concerns and Comments:** None.

**Minutes of the February 14 Meeting** were approved unanimously.

### **Acting Director's Report**

The funds for the taxi grant have finally been received. The budget report will be updated. Postcards for the Volunteer Appreciation Luncheon will go out next week; the sign-up for volunteers to help out at the event will go out the last week in March. Publicity campaign underway (flyers and sandwich board) for the Women in Jazz concert on March 31 and the Dementia and Alzheimer's series. Kristen will be on vacation the week that Joan Ingersoll begins but has left many notes for her and has ordered business cards for Joan as well as a mug, hat, and jacket with the Weston COA logo. Linda noted that Joan I. will join the Board Meeting later this week, and Linda will be available next week to answer any questions that might come up for Joan.

### **UPC Designee Appointment Update**

Linda and Joan will be asking Board members to recommend a designee for the UPC. Joan has reached out to someone who may be interested but they are hoping there will be more than one candidate. Applications for at-large seats are due April 7. It is assumed our designee does not have to submit an application; Linda will confirm with Michelle.

### **Document Handbook Update**

Joan and Linda are completing the binders, and they will be available for Board members and staff this week.

### **Recruitment Update**

At this point there are 5 potential candidates who have expressed interest in the 2 open Board positions. The application process has not yet been opened by the town. Linda and Joan will present the proposed officer slate to the April Board meeting and open discussion to the Board for additional nominations. The Board will vote on the slate in the May meeting. There is a need for more Board members to join the Governance Committee because this committee forms the line of succession. Since Lisa controls the budget, this creates a question about the role of the Board treasurer.

### **Celebrate Weston Update**

Betsey is representing the COA on the Celebrate Weston committee. The COA has scheduled line dancing for our activity. The person who will be leading the line dancing teaches a class at the COA so this activity will highlight an existing program. This year beer and wine will be served at the pergola. We should decide what we want to emphasize about the COA; last year Mignonne had a brochure and postcard highlighting COA activities and services. There will be further discussion about the best location for the COA booth.

### **Other Business**

- Tom summarized the work that the SIC has been doing. He plans to discuss the summary at the Board meeting and ask for Board input. It will be important to share the work of the SIC with the town and especially the UPC designee. He also stressed the importance of getting Joan Ingersoll involved. We might need a paid consultant to help with the process. Marketing will be important.
- Linda has clarified that Wayne's term ends in June 2024.
- There are currently 5 associate members. Given his impending move, Tom will not seek another term but agrees to continue to participate as a committee member on the SIC. Shirley also plans to leave her role as an associate member but will continue her current committee work. Vida would like to serve another term; Linda is waiting to hear back from Alice and Gerry. Associate members are charged with working on a particular project or bringing a particular expertise to the COA Board. Associate members with marketing and strategic planning expertise are needed.

**Next meeting on April 11, 2023 at 9am**

The meeting was adjourned at 9:37 am

*Respectfully submitted by Sue Ruskin Friend*