

## **COA Board Meeting Minutes, June 16, 2022**

The meeting was called to order at 8:30 a.m. by Chair, Sue Ruskin Friend. She read Governor Baker's Order, Pursuant to Chapter 22 of the Acts of 2022, which includes an extension of the March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law. This meeting was conducted via ZOOM.

**Present:** Mignonne Murray(Director), Susan Ruskin Friend(Chair), Linda Johnson(Vice Chair), Marge Ackerman, Betsey Boyd, Alice Benson(Associate Member), Jane Donnelly, Leslye Fligor, Vida Goldstein(Associate Member), Joan Heilbronner, Wayne Johnson, Jean MacQuiddy, Carol Ott, Gerri Scoll, and Shirley Small-Rougeau(Associate Member).

**Absent:** Bob Froh, Tom Nicholson(Associate Member), Prather Palmer, and Teresa Young(Associate Member).

There were no resident concerns or comments.

**Guests:** Paul Foley, Brian Kardon, Sue Pauker.

The May minutes were reviewed and approved unanimously.

**Director's Report:** Mignonne said the COA will be closed Monday, June 20, for the Juneteenth Holiday. She and Kristen are working on the Fall schedule and plan to offer some programs in person and others on-line. Due to the increased size of our taxi usage, the procurement officer requested that we put out a larger, formal bid and accept sealed bids from more companies. The advantage to this process is that we can lock in that contract for 2-3 years. The COA sign will be moved to the opposite side of the driveway. Anthony Senesi, the Assistant to the Town Manager, will be leaving his job June 30<sup>th</sup>. We hosted a COVID vaccine clinic last week. The COA sent postcards about the event to every household, aged 60 and over, and got a great response. Mignonne presented her 2021-2022 Goals to the group.

- Work with the COA Board to move forward recommendations made to start accepting credit cards at the COA

- Organize an interagency regular meeting with community or other departments groups via ZOOM to share information, programming or resources.
- Evaluate current taxi program.
- Work toward staff team building.

Mignonne said they now have the capacity to use credit cards but they are not accepting them until the staff is educated about the process. The interagency meeting is something she is still working to develop. The Weston Celebration Committee was very helpful because so many organizations were involved. The taxi program is constantly evaluated. The pandemic was challenging for the staff because they were working remotely and now are working together in the office again. The new social worker has been a huge support. Mignonne plans to take some time this summer to work on team building with the staff. Leslye commented that having Mignonne on the Celebration Committee was a great networking opportunity for the COA and thanked her for participating. Jean expressed concern that the pandemic made some of Mignonne's goals impossible to achieve, and under such difficult conditions she did yeoman's work. Linda said Governance Committee is planning to have a discussion, during their July meeting, about the board's process for giving input into Mignonne's performance review. The Director's Goals for 2022-2023 are in the early stage of development. She identified 3 broad topics.

- Social services initiatives
- Increasing resident participation for those age 60-75
- Marketing

Mignonne said that now that we have two social workers again they can increase social service referrals. They also need to make the COA more language friendly for the growing town population that speaks a variety of foreign languages and dialects. Increasing participation by residents aged 60-75 is always one of our goals, but she will try to develop steps to achieve this. Marketing will benefit now that

Brian is joining the board and can assist in developing benchmarks, like Dashboard. Carol suggested that costs and labor could be saved by reducing the mailing of postcards and moving more to electronic communications. Mignonne responded that she would not want to give up on postcards as they reach many people who do not get their town news on-line. She noted that the Health Dept. thanked the COA for sending out a card about the recent vaccination clinic which generated a strong response. Brian pointed out that our email database is quite small right now and the open rate is less than 20% which is higher than average but still low. Paul asked about the size of the mailing list and Mignonne said there are 1,700 households with residents 60+, over 3,000 people. The list does not include Brooks residents since hard copy items are delivered there rather than mailed.

**Treasurer's Report:** Prather was absent so Mignonne explained that June 30 is the end of our budget year. She will be going through all our accounts identifying funds that can be carried forward. However, unused money in the municipal line item budgets reverts to the town. Reconciling the accounts and maximizing our needs will be a major project for the next few weeks. July 1, we start the new budget that was approved at Town Meeting.

**Associate Members FY23:** Sue announced that the Select Board approved 5 Associate Members for the coming year. She thanked Gerri for all her work on the board with the Transportation Committee and as a past COA Board chair for 2 years. She expressed appreciation that Gerri will continue as an Associate Member. Sue also welcomed Alice, Vida, Shirley and Tom as Associate Members for another year.

**Meeting Schedule FY23:** Linda said the COA Board will continue to meet the third Thursday of the month, except for August, from 8:30a.m.-10:00a.m. The July meeting will be on ZOOM. Governance meets the second Tuesday of the month at 9:00a.m. Joan will be the Governance Chair beginning in July. Linda asked the other committee chairs that have standing meetings to submit their schedules so she can include them in the master list. She will send the master schedule to board members next week.

**Governance Committee Reports and Goals:** Linda reported that the Governance Committee approved their FY22/23 goals. The purpose of the Governance Committee is to ensure that the COA Board fulfills its responsibilities through adherence to relevant laws and policies, establishment and periodic review of Board policies and procedures, development of Board member recruitment strategies and training programs, monitoring of Board activities, and evaluation of Board members' performance. This committee functions like an executive committee, so all the officers will be core members. These include the Chair, Vice Chair, Treasurer, Secretary, Immediate Past Chair, and the COA Director, as an ex officio participant. Linda identified the goals for the coming year.

- Review COA Board documents and procedures and update as needed.
- Establish orientation procedures for new Board members including written materials, training programs, and mentoring.
- Review Board committee and working groups and determine if any should be added, combined, or eliminated.
- Develop and propose a slate of officers for 2023/2024.
- Recruit, vet, and recommend 2023/2024 Board candidates to the COA Board and Select Board to fill three vacancies.
- Review Associate Member roster and recommend candidates for one-year terms to the COA Board and the Select Board.
- In consultation with the Board, provide input regarding the Director's annual performance review to the Assistant Town Manager.

**Debrief Celebrate Weston Event:** Joan reported that the event was a great success. Several Board members rotated working at the table, a lot of people stopped by, and the salsa dancing went very well. She spoke to caregivers who were interested in our information, and felt we reached people unfamiliar with the COA. Linda thanked Joan for her leadership working with the Board volunteers and all her hard work. Linda also recognized the 3 incoming Board

members who all participated. Paul shot video and photos all day. Sue expressed gratitude to Linda, Brian, Joan, Leslye, Betsey, Carol, and Mignonne for all their time and effort in making the event a success. Linda asked if there was a debriefing with the town celebration committee. Leslye said she didn't attend the debrief meeting but she felt they were really pleased with the market place which featured the clubs and organizations and their creativity. Mignonne commented on the feedback about the event being very spread out, so it was difficult to tell how many people attended. She thought the committee debrief was very positive and they would like to see more community events like this.

**Approve Use of Zolla Fund Interest:** Mignonne explained that Helen Zolla has donated significant funds to the COA, some of which are restricted to using only the interest. The Board voted unanimously to approve use of the Zolla Fund interest.

**Next Meeting: Thursday, July 21, at 8:30 a.m.**

**Other Business:** Sue acknowledged the four people who are leaving the Board this year. Teresa Young, an Associate Member, was thanked for her work. She thanked Leslye for her participation on the Board and all her work planning celebrations and activities through the years. Gerri served as a COA Chair for 2 years, and will continue working as an Associate Member. Sue said her on-going work on the Transportation Committee is much appreciated. She thanked Marge for all her work on the Board as Treasurer, Vice Chair, Chair and Secretary. Sue announced this is her last meeting as the COA Board Chair, and thanked all the members of the Board for their efforts. She especially thanked Vice Chair, Linda, for her support. Sue expressed confidence that the Board will be in great hands next year with Linda as Chair and Joan as Vice Chair. On behalf of the Board, Linda thanked Sue for her hard work and leadership as Chair this past year and Sue opened her thank-you gift from fellow board members. Sue showed the group the gavel which she will transfer to Linda after this meeting, and "gaveled" us out at 9:16 a.m. declaring the meeting adjourned.

Respectfully submitted by Marge Ackerman

