

Weston COA Governance Committee Meeting Minutes, Tuesday, July 11, 2023

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

Present: Sue Ruskin Friend, Joan Heilbronner, Linda Johnson, and Joan Ingersoll (ex officio)

Absent: Prather Palmer

Resident Concerns and Comments: None.

Minutes of the May 9 Meeting were approved unanimously.

Director's Report

The staff participated in training to learn to use My Senior Center. The training covered transportation and payment options with a linked credit card system. Compliance certification is still needed, which involves IT and Finance Departments. There will be a \$10 minimum credit card charge, but the 3% service charge will not be passed on to residents.

Joan has completed the performance reviews. Audrey has a new job description with the new title of Transportation Coordinator/Office Assistant. Her position has been upgraded to Grade 3 and includes a pay increase. Sandy's title is now Administrative Assistant/Publications Coordinator.

There will be a coffee hour at the Brook School on August 8 with Joan and the COA social workers to generate discussion with residents about which programs and activities they might like to be offered on-site.

Newsletters will be delivered to faith communities in town who have expressed an interest in displaying them. All summer trips are full and have waiting lists. Joan has both the year-end financial report and dashboard in draft form and is working to finalize them. There is a plan to try hosting separate men's and women's coffees.

Board Documents Discussion

Linda and Joan are making revisions to certain Board documents. Their goal is to try to align the board structure with other boards and committees in Weston.

Committee Charters Discussion

Joan and Linda are reaching out to the chairs of each committee to discuss the work of each. They emphasized the importance of board members' roles as liaisons to other town committees where our presence can provide the "squeaky wheel" to ensure that the needs of the COA are known and integrated into planning.

Board Vacancies Update

The Select Board meets tonight to interview and appoint new Board members.

Governance Training Update

For now, Governance training is on hold but will be scheduled for a future time.

Other Business

No other business was discussed.

Next meeting on September 12, 2023 at 9am

The meeting was adjourned at 9:36 am.

Respectfully submitted by Sue Ruskin Friend