

## **Weston COA Governance Committee Meeting Minutes, 12 October 2021**

The Zoom meeting was called to order at 9:01am by chair Linda Johnson. She read the extension of Governor Baker's March 12, 2020 Order Suspending Certain Provisions of Open Meeting Law and then took attendance.

**Present:** Sue Ruskin Friend, Joan Heilbronner, Linda M. Johnson, Mignonne Murray, and Tom Nicholson

**Absent:** Marge Ackerman, Prather Palmer, and Gerri Scoll

### **Resident Concerns and Comments**

None.

### **Meeting Minutes, 14 September 2021**

There were no comments, questions or corrections and the minutes were approved unanimously.

### **Discussion of current committees**

Sue reported on her conversations with committee chairs. Tom and Wayne will serve as co-chairs of the Needs Assessment Committee. They will check in with current members to see if everyone is still on board and they would welcome additional members.

Gerri would like to have a co-chair on Transportation and will check in with current members to see if anyone is interested. Gerri's second term on the board ends in June, but it is anticipated she will stay involved with the committee. Melissa Galton is no longer an associate member of the board, but will serve as an ad hoc member. Transportation could use a few new members.

Alice will continue as chair of Housing and doesn't feel the need for a co-chair at this time. There is no real need for new members, but she is open to more. Alice expressed the importance of having someone from the board serve on the implementation planning group for the Housing Production Plan. There will be two at-large members and it would be helpful for one of them to have a background/passion for older adult

housing. It was noted that Alice is an associate board member. Linda asked if there was any limit on how many terms an associate can serve. Mignonne said she is not aware of any limit.

Vida will continue to co-chair Community Connections with John McCahan. They have 10 members and 2 staff members and feel they do not need any more members. Vida and John have been chairing since 2013 and would be happy to step aside if someone else is willing to step up next year.

Linda will check in with Governance members to make sure everyone wants to continue.

Sue has not checked in with the Springwell and FCOA liaisons, but will do so.

There was discussion about whether the committee line-up is meeting our needs. Sue noted that it seems important to focus on bolstering the committees we have and to ensure continued leadership, and we do not need to add committees. Everyone agreed. As we have continuing discussions about the work of the board, we should periodically reconsider the committee line-up.

### **Discussion of board member recruitment**

Linda reported that Mignonne researched the answers to two questions raised at the last board meeting. With regard to whether board members must be residents of Weston, according to a Town by-law the answer is yes. As to whether a change in the size of the board would impact quorum, the answer is as long as the board and the Select Board are in agreement about the number of members (which must be at least 9 and not more than 13), quorum is a simple majority.

The group discussed the expertise and experience we are looking for in board candidates. Sue suggested we look for expertise in housing for older residents and experience with advancing Town building projects. Joan noted that someone involved with Town government or people who have been involved in projects such as the Field School or the development of the Case campus would be helpful. Tom suggested that people retired from the Board of Health or the Permanent Building Committee might be good candidates or resources if they didn't want to serve on the board.

Mignonne said she would consult with Kara Fleming and put together a list of names.

Mignonne shared that the Friends of the Council on Aging is also in need of new board members and their president is nearing the end of her final term. That group only meets 4 times a year so if we come across good candidates who do not have the time for our board perhaps they might be helpful to the Friends.

Linda suggested that it would be good to add someone to the board with expertise in PR/Marketing. Mignonne said the staff could use some help in this area, on the board and/or a volunteer to work with the staff. Joan added that we need someone who understands the best ways to reach different segments of the older adult market.

Linda shared a list of desired qualities that was created during the past year's recruitment effort:

- Deep interest in the mission of the COA and eagerness to serve as COA ambassador in the community.
- Enthusiasm and the time to fully participate in board activities including meetings, committee work, and events.
- Willingness to listen and learn from others.
- Ability to clearly communicate information and ideas.

In a discussion of other qualities of interest, Sue mentioned the importance of someone who can work well with others, not a bulldozer but rather a team player. Joan suggested we add the ability to recognize the diversity of the broad range of generations we serve.

### **Up-date on board orientation and training**

Mignonne reported that the MCOA board training task force would be meeting the next day and there would be a report at the next COA board meeting.

### **Up-date on revisions and access to board documents**

Linda has been reviewing the material in the old board orientation binder and said there is a lot of valuable information there although most of it dates from 2015. She hopes to draft an outline for a new binder by the next meeting. Sue will also review the old binder materials.

Linda reported that she is up-dating the board contact list and plans to have it done before the next board meeting.

At our next meeting, we will review the Governance Committee goals for this year.

**Other business**

None

**Next Meeting**

November 9, 9am on Zoom

**Adjournment**

The meeting was adjourned at 9:38am.

Respectfully submitted by Linda M. Johnson, 1 November 2021