

## **COA BOARD MEETING MINUTES 19 October 2023**

This hybrid meeting was called to order at 8:32am by Vice Chair, Joan Heilbronner. She read the new introduction required by the Commonwealth:

*Under current state law public bodies may continue holding hybrid and fully remote meetings, without a quorum of the public body physically present, as long as adequate, alternative access is provided. Information about how to join a hybrid or fully remote hearing will be included in the required Open Meeting Law posting.*

**Present:** Paul Foley (Remote), Sue Ruskin Friend (Remote), Vida Goldstein (Associate Member, Remote), Joan Heilbronner (Vice Chair), Brian Kardon, Carol Ott, Karin Ott, Prather Palmer, Anita Raman, Gerri Scoll (Associate Member, Remote), Laura Whitehouse, and Joan Ingersoll (Director, ex officio)

**Absent:** Alice Benson (Associate Member), Linda Johnson (Chair), Wayne Johnson, Jean MacQuiddy, Sue Pauker, and Danielle Black (UPC Liaison)

**Guests:** Betsey Brew Boyd (FCOA Liaison)

**Resident Comments/Concerns:** None

### **Review and Approve Minutes**

A motion was made to approve the Minutes from the September 21, 2023 meeting. [The minutes from the meeting on September 21, 2023 were approved unanimously.](#)

### **Director's Report (Joan Ingersoll):**

Joan provided a report about the goings on at the COA. The search for a Program Director continues with two interviews next week.

### **Updates to Board Documents:**

The Board reviewed the Board Responsibilities and Board Policies and Procedures documents.

[A motion was made to approve the Board Responsibilities document which was approved unanimously.](#)

[A motion was made to approve the Board Policies and Procedures document which was approved unanimously.](#)

### **Representation on Town Committees/Boards:**

Board members were encouraged to monitor activities of other Town Boards and/or Committees and were requested to review the list sent to them and notify Linda of any specific interests.

### **Local News Group:**

A group of interested residents is exploring the viability of a local newspaper. Professors from Regis are assisting. The committee intends to create a survey to share

with the community to assess level and topics of interest in the project. Weekly meetings are currently scheduled on Wednesdays at 4pm.

**FCOA Liaison Report:**

Betsy provided a brief update on Friends' activities and announced a new Board member, Warren Pinckert, who will serve as Treasurer. Fall appeal has raised \$9,000 so far.

**Recruitment:**

Joan reminded Board members to think about recruitment.

**Other Business**

Reminder about the scheduled tours of neighboring COAs on October 26.

Town All-Committee Meeting on 11/4, 8:30-11:30am at Regis.

Special Town Meeting on 11/28 at 7pm .

Updating Board Handbook - Joan asked Board members to consider whether they want a hard copy or if digital would suffice.

**Adjournment**

A motion was made to adjourn the meeting.

[The motion to adjourn was unanimously approved.](#)

The meeting was adjourned at 9:25 am.

**Next Meeting:**

November 16, 2023 at 8:30am

*Respectfully submitted by Joan Heilbronner  
16 November 2023*