

MINUTES

Council on Aging Strategic Planning Committee

May 31, 2017

Senior Center

230 Webster St., Marshfield, Ma 02050

ATTENDANCE: Joan Butler, Carol Hamilton, Bill Lyons and Paul Winget.

CALL TO ORDER: The meeting was called to order at 11:15 pm.

APPROVAL OF MINUTES: Bill moves to approve the minutes of the April 10, 2017 meeting. Joan seconds the motion. Motion passes.

DISCUSSION: The Committee wants to clarify what we envision a café to be. The consensus of the group was that a café is; a dedicated area or portable cart that is separate from the main dining and distinct from the congregate lunch program. The café would offer added food and beverage choices in addition to the regular lunch program that is offered at various times of the day. We need to clarify this on the survey as it was confusing for the respondents previously, as to what was being asked. The group revisited the café survey and made some changes. We added the words "distinct and separate" to the word café in # 1. We took out the reference to the food cart. We added the question #2 "Is the café separate from the congregate lunch program?" We moved # 12 closer to the beginning of the survey regarding a place to sit and eat. We moved the question about types of foods and beverages to # 3 and the question about food preparation to #4. We took out the question about the vending machine as most senior centers do not have vending machines. We grouped the questions by category for example all the questions about funding were grouped together. Carol revised the survey based on these suggestions from the group.

The group was very satisfied with the changes made and then looked at the folder to decide how to proceed. Based on the information from other COA's and their suggestions about who else to contact, we decided to send out the revised survey to Barnstable, Kingston, Holyoke, Westborough, Chelsea, Northborough and Hopkinton. The cover letter also needed to be revised. We will amend the original date to June at the top of the letter. We have to change the word "investigating" to "researching". We will change the sentence in the first paragraph to; "to be offered in the future" instead of the words "potentially be offered in the future". We will streamline the last sentence to include "an address and self- stamped envelope are enclosed for your convenience". Carol will revise the cover letter and include it with the updated survey and a self- addressed stamped envelope to the selected communities.

Carol will also call MCOA to speak with Cathy Bowler asking about whether or not she knows about any successful café programs. A couple of members of the Committee will visit Hingham and Kingston. The committee felt that we could wait until our quarterly meeting in July to get back together to see what other results we have gleaned.

NEXT MEETING: The next quarterly meeting is not scheduled. The Committee will schedule their next meeting for July to review the quarterly plan and any follow up information on the Café Survey. The quarterly reviews for the Strategic Plan should be done in January, April, July and October.

ADJOURNMENT The meeting was adjourned at 12:25 pm.

Respectfully submitted,

Carol Hamilton, Director Council on Aging

