

MINUTES

Council on Aging Evaluation Committee

January 24, 2022

Senior Center 230 Webster St., Marshfield, Ma 02050

ATTENDANCE: Maureen Sanders, Nancy Currie, Marilee Comerford, Carol Hamilton and Maria Maggio.
Guest - Dave Cheney

A quorum was present.

CALL TO ORDER: The meeting was called to order at 9:08 am.

APPROVAL OF MINUTES: Maureen Sanders moves to approve the minutes of the meeting for March 4, 2020 and Marilee seconds the motion. Nancy and Maria abstain. Motion passes.

MEETING OBJECTIVE – Share update on current evaluation activities, align on mission and priorities of subcommittee, and update Evaluation Plan & Tracker in particular to incorporate updates from the Strategic Plan (SP).

CURRENT EVALUATION ACTIVITIES:

- Life Long Learning, feedback form after every session
- Volunteer survey every 2 years, new volunteers informal survey after 3-6 months
- Periodic 1-off reviews for special programs, not scheduled
- Look to leverage evaluation data when available from other sources
 - SHINE, GATRA, OCES, etc.
- Start planning for focus group on program offerings identified in SP

INCORPORATING STRATEGIC PLANNING INPUTS:

- Team agreed to align with the priorities from the Strategic Planning Committee
 - Also will use some of the tools piloted by SP such as Annual Calendar and Checklist as appropriate
- Agreed to update Mission statement
 - Maria to draft based on discussion and Senior Center Accreditation Standards and share for review at next meeting

REVIEW TRACKER WITH ENHANCEMENTS:

- Added evaluation planning items for Finance and Age Friendly

NEXT STEPS:

- Maria to update Evaluation Plan & Tracker based on meeting discussion and share at next meeting.

NEXT MEETING: The next meeting will be February 25, 2022 at 9:00 am.

ADJOURNMENT: The meeting was adjourned at 10:55 am. Maureen Saunders makes the motion and Nancy Currie seconds the motion. Passes unanimously.

Respectfully Submitted,

Maria Maggio, Chair-Evaluation Committee and Carol Hamilton, Director Council on Aging