

MINUTES

February 13, 2018

Council on Aging Evaluation Committee

Senior Center 230 Webster St., Marshfield, MA 02050

ATTENDANCE: Marilee Comerford, Carol Hamilton, Maureen Saunders, Carolyn Richards, and Bill Scott

CALLED TO ORDER: 10:35am

APPROVAL OF MINUTES: The minutes from November, 14, 2017 Evaluation Committee were approved by vote of the committee. Carolyn moved to accept and Maureen seconded. The motion passed unanimously.

DISCUSSION:

- Discussion of the UMass survey that will be done here at the COA starting the week of March 5. Draft of the survey was reviewed and the information sheet for use was presented. Discussion of potential request for volunteers to assist COA users in completion of survey process, and discussion of potential incentive (reward or drawing) for participation in survey to maximize participation.
- Marilee discussed the 2017 Class Participation survey that was completed at the end of 2017. The results are still being summarized but they have been reviewed. 275 responses from 35 classes or activities. After surveys are processed highlights will be provided to the committee, Bill S asked about pulling stories out of the surveys to offer up at Town meetings to highlight the need for space at the Center. A list of quotes and stories from the 2017 Class Participation survey will be sent to Bill S. as soon as it is available. (Marilee will be responsible). We will also provide highlights to the LINK.
- Bill S. discussed importance of participants in survey understanding the importance to the planning process for expansion
- Carol discussed speaking with the Boosters for help with survey and that we will contact the instructors as well to solicit cooperation with the survey process
- Carolyn R discussed concerns about housing and eligibility for services and how seniors find out about services– we hope to have information about this concern available at the Open House for those about to retire to inform the public. Flyer for the Open House was shared with the committee members
- Carol H. reviewed the Volunteer Evaluation Summary of survey of 2017. We discussed the various types of surveys that are available was there 3 or 2. There is a yearly and a 3 month and possibly and exit evaluation. Carol and Donna will review the Volunteer Summary Information.
- LLL evaluation of courses is still being summarized. Discussion of section of the survey that asked for recommendations for future courses was discussed and a copy was distributed to the group. One respondent that answered the survey offered to speak about her travels in the feedback section and had been contacted and has spoken at Men's Breakfast.

NEXT MEETING: Scheduled for Tuesday, May 15, 2018 at 1:00pm

ADJOURNMENT: The meeting was adjourned at 11:45am.

Submitted by,

Marilee Commerford, Activities Coordinator COA