

MINUTES

Council on Aging Strategic Planning Committee

October 15, 2015

Senior Center

230 Webster St., Marshfield, Ma 02050

ATTENDANCE: Joan Butler, Sheila Gagnon, Carol Hamilton and Bill Lyons.

CALL TO ORDER: The meeting was called to order at 2:34 PM.

APPROVAL OF MINUTES: Joan moves to approve the minutes of the April 21, 2015 meeting. Sheila seconds the motion. One abstention, motion passes.

DISCUSSION: This is the forth review of the Strategic Plan in the quarterly review, as the recommended schedule by the Accreditation Committee. The Committee reviewed the Strategic Long Range Plan and went through each main section to update the plan, dated July 15, 2015 for any corrections made today. The date will change to October 15, 2015. Joan will keep copies of each stage of the plan with the updated dates.

- 1) Increase Outdoor Parking Capacity & Outdoor Recreation - Add under updated quarterly status section add; that the Walking Path Project is currently in the completion stages. Add that an application for funding has been submitted to CPC for phase 2 outdoor recreation proposal for FY 2017. Add Due to the shortage of funding the COA asked for additional funding for the Design study for phase 2 and received approval for \$2500. Also under the Action plan add the words "to capital budget" in # 6.
- 2) Increase Program Space through Expansion of the Senior Center – Update Status and add request design money for a design development study for the 2nd floor for Fiscal 2017.
- 3) Apply for National Accreditation – Add that the 2nd standard has been completed and the Accreditation committee has moved on to standard #3 of Governance.
- 4) Enhance and Increase Fundraising Capacity – Under # 6 re-establish a liaison to the Booster Board.
- 5) Expand and improve Financial Assistance to Elders – Under this section under the action plan add "Establish an emergency fund/plan for clients" (2017) would be the target date.
- 6) Increase Awareness and Visibility – Under the status section add Marketing Plan Completed June 2015. Under the action section add #7 "Begin to implement the marketing strategies.
- 7) Expand Nutrition Options and Services – Under status update add; Attended state nutrition education & training fall 2015. And add "explore grant option for nutrition programs". Carol will work on the updates for the plan in preparation for the October Board meeting.

NEXT MEETING: The next meeting was scheduled for Wednesday, January 13, 2016 @ 10:00 am to do a quarterly review of the Strategic Plan. The reviews should be January, April, July and October.

ADJOURNMENT: Joan moves to adjourn the meeting at 10:45 am. Bill seconds. Motion passes.

Respectfully Submitted,

Carol Hamilton, Director
Council on Aging