

MINUTES

Council on Aging Strategic Planning Committee

January 20, 2015

Senior Center

230 Webster St., Marshfield, Ma 02050

ATTENDANCE: Joan Butler, Tom Halliday, Carol Hamilton and Bill Lyons.

CALL TO ORDER: The meeting was called to order at 10:05 AM.

APPROVAL OF MINUTES: Joan moves to approve the minutes of the September 16, 2014 meeting. Tom seconds the motion. Motion passes.

DISCUSSION: This is the first review of the Strategic Plan in the quarterly review, as recommended by the Accreditation Committee. The Committee reviewed the Strategic Long Range Plan and went through each main section to update the plan, dated August 13th 2014. The reviewed date will be January 20, 2015 on the top of the plan.

1. Increase Parking Capacity & Outdoor Recreation – changes the word places to spaces in the updated status. Add information about CPC collaborating with COA on Phase II Recreation and Parking Area for FY 2016. Under capital budget put funding denied for Fiscal 2015.
2. Increase Program Space through Expansion of the Senior Center – Change the action plan to include the Finance Manager for the Town and change draft the warrant article to submit funding to capital budget for Fiscal 2016. Target Completion would change to 2017 and under updated status change dates to fiscal 2015 with a changed amount of \$25,000.
3. Apply for National Accreditation – Add establish the Citizen's Input Committee under the objective needed, In the Individuals responsible change the name from self-assessment to accreditation, in the action plan add the Citizen's input committee and add the word ongoing, and in the last column of status, add that the CIC met and reviewed the first standard and are working on the second standard.
4. Enhance Fundraising – Take out the reference to having liaisons on both boards, as that is no longer in place. In the action plan add the words "to the Boosters in # 2, do the same in the updated status. Delete the reference to the liaison position under the updated status.
5. Expand and improve financial status for elders – under the action plan update what has been accomplished under benefits checkup and under the updated status. Change the date in the updated status to "spring of 2015". Also, think about target groups such as housebound. In the Action plan change the word of and replace it with "to" on the third line from the bottom and put a period at the very end. Make reference to the help from the Boosters on the volunteer lunch.
6. Increase awareness of visibility of COA – Add recruit partners to the action plan or other organizations. Tom is working on the Marketing plan and one of the suggestions in his discussions with the newly expanded chamber was an "emergence day" for businesses.

7. Expand Nutrition Options – in the action plan add specifics such as a café or cart idea or vending machines.

NEXT MEETING: No new meeting was scheduled but the group agreed that we should meet in April. The review schedule should be January, April, July and October.

ADJOURNMENT: Joan moves to adjourn the meeting at 11:40 am. Tom seconds. Motion passes.

Respectfully Submitted,

Carol Hamilton, Director
Council on Aging