

## **MINUTES**

Council on Aging Strategic Planning Committee

November 15, 2016

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 1:20 PM.

**APPROVAL OF MINUTES:** Joan moves to approve the minutes of the October 25, 2016 meeting. Bill seconds the motion. Motion passes.

**DISCUSSION:** The group decided to schedule this extra meeting for the purpose of developing a survey for a potential café service at the COA. This is part of the Strategic plan regarding the expansion of nutrition options and services. Seniors at many of the surrounding centers offer café services. This type of service gives participants alternative food options such as soups, sandwiches and beverages.

Carol passed out a draft survey of some of the potential items to ask about regarding what was offered at other Senior Centers.

Does it have a food program or food cart?

Is it a success and if so why?

Does the service see a profit or a loss?

What types of food and beverage items do you offer?

Who prepares the food?

Do you use surplus or donated foods?

What hours and days does it operate?

How is the café staffed?

What is the approximate size of the space and what equipment is needed?

Is there a section for participants to sit and dine?

Are there any other food programs besides the care that you offer?

What would you change or improve on if you could?

The Strategic Planning Committee suggested adding a date to the form and also to add vending machines along with a food program / food cart question. We could also ask the person being interviewed if they

knew of any other café programs in their area. The committee felt that they needed an elevator speech in order to approach each Council on Aging. Paul will send out an e-mail with the elevator speech. We decided for now that we would only survey COA's as there are over 350 in the state. How would we go about contacting them? Carol will get a contact list through MCOA. We could call and ask for the Director, Food Service Manager or the Activities Coordinator. We could offer to mail or e-mail the survey but would prefer a one on one conversation. The Committee members could split up the list of COA's to contact. Carol has inquired through MCOA and Elder Affairs but has not gotten any feedback as yet regarding names of successful cafes. We could also ask the OCES Dietician about any cafes that she might be aware of in the area. The committee will regroup at a later date.

**NEXT MEETING:** The next meeting is scheduled on Tuesday, January 10, 2017 @ 1:30. The reviews should be done in January, April, July and October.

**ADJOURNMENT** The meeting was adjourned at 2:47 pm.

Respectfully Submitted,

Carol Hamilton, Director  
Council on Aging