

MINUTES

Council on Aging Strategic Planning Committee

April 19, 2016

Senior Center

230 Webster St., Marshfield, Ma 02050

ATTENDANCE: Joan Butler, Carol Hamilton and Bill Lyons.

CALL TO ORDER: The meeting was called to order at 10:55 AM.

APPROVAL OF MINUTES: Joan moves to approve the minutes of the January 13, 2016 meeting. Bill seconds the motion. Motion passes.

DISCUSSION: This is the second review of the Strategic Plan in the quarterly review for 2016, 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 January 13, 2016. We will send Joan a copy of the corrections that were made today and amend date of the plan to April 19, 2016. Joan will keep copies of each stage of the plan with the new dates.

- 1) Increase Outdoor Parking Capacity & Outdoor Recreation – Add under updated status that capital budget “0” funded the 18 parking spaces request. Add that CPC approved 21 parking spaces and replacement of stairs and railings. Add that Annual Town meeting approval is still needed for funding.
- 2) Increase Program Space through Expansion of the Senior Center – move the #3 down to the next line under the action plan. In the status section put in that the capital budget approved \$25,000 for the design study, but it still needs town meeting approval.
- 3) Apply for national Accreditation – Add under the status section that the Accreditation Committee met in April and put together a timeline to complete accreditation by June of 2017. Add that a date was set for the next CIC meeting on April 27, 2016 to review 3rd standard.
- 4) Enhance and Increase Fundraising Capacity – In the action plan move #3 down a line. In the updated status add that at their April meeting; the Boosters discussed reinstating the “Liaison Position”.
- 5) Expand and improve Financial Assistance to Elders – Under this section add that the Social Service Coordinator will be added to the Marketing Committee.
- 6) Increase Awareness and Visibility of the COA Programs – Add under the updated status that the Director will attend a Marketing Training through CIRCA. Fix the word “have”. Under the action plan add the word “editorial” after the word column. Change the target date to 2016-2017.
- 7) Increase Awareness and Expand Nutrition Options and Services –Take the word “to” out of the first sentence of the action plan. Push the # “2” down to the next line in the same section. Do the same to #5 in the same section. In the updated status section add that the results of the OCES survey were distributed to the evaluation committee and will be put in the evaluation notebook.

The committee had a discussion about the Nutrition Options Section. Both Bill and Joan volunteered to collect some information about vending machines. If we can find some worthwhile vendors we could present it to the board for consideration. We discussed information that we would want to collect such as food selections, cost of food, maintaining the machine, and potential revenue. We can check various sources for information such as hospitals, senior centers, health centers, OCES, Town Hall and other facilities.

NEXT MEETING: The next meeting was scheduled for Tuesday, July, 19th 2016 @ 10:00 am for the purpose of a quarterly review of the Strategic Plan. The reviews should be done in January, April, July and October.

ADJOURNMENT The meeting was adjourned at 12:10 pm.

Respectfully Submitted,
Carol Hamilton, Director
Council on Aging