

MINUTES

Council on Aging Strategic Planning Committee

January 10, 2022

Senior Center 230 Webster St., Marshfield, Ma 02050

ATTENDANCE: Dave Cheney – At Large, Maureen Sanders, Fred Monaco, Carol Hamilton and Barbara Van Houten

A quorum was present.

CALL TO ORDER: The meeting was called to order at 9:07 am.

APPROVAL OF MINUTES: Dave moves to approve the minutes of the meeting for December 20th, 2021 and Barbara seconds the motion. The motion passes.

MEETING OBJECTIVE – Review and approve our updated strategic planning tracker, for review with the board on January 19th. Review our central repository for COA board documents

MEETING OUTCOME

Review of our Strategic Planning Tracker:

1. New executive summary page.
 - a. Gives a general outline of our tracker's content.
 - b. All agreed with the format.
2. Addition of our SWOT actions and next steps
 - a. Reviewed and approved the addition of our five new actions
3. Sorting of our tracker by priority
 - a. The team agreed to the priority of actions.
 - b. David has sorted the tracker for Carol's review.
4. Added a revision section, for documentation control
 - a. This is for tracking revisions and updates to the tracker
5. Next;
 - a. Complete our annual process, as defined by our annual calendar of events
 - b. January 19th board review, for approval.

Review of our central repository for COA documents.

1. David reviewed the general layout of the Google Drive site and how to navigate through the files.
2. The team agreed that the site will only contain completed and approved documents.
3. Documents that are in development will be worked on outside of the site.
4. Next:
 - a. Review the site with the board January 19th
 - b. Complete additional training, for implementation.

NEXT MEETING: The next meeting will be scheduled after our January 19th board meeting.

The quarterly review for the Strategic Plan should be done in January, April, July, and October.

ADJOURNMENT: The meeting was adjourned at 11:05 am. Fred makes the motion and Dave seconds the motion. Passes unanimously.

Respectfully Submitted,
Carol Hamilton, Director Council on Aging