

MINUTES

September 5, 2019

Council on Aging Evaluation Committee

Senior Center 230 Webster St., Marshfield, MA 02050

ATTENDANCE: Marcy Amore David Cheney, Marilee Comerford, Lynn Gaughan, Maureen Saunders,

CALLED TO ORDER: 12:38am

APPROVAL OF MINUTES: The minutes from February 13, 2019 Evaluation Committee were approved by vote of the committee. Maureen moved to accept and Marcy seconded. The motion passed unanimously.

DISCUSSION:

- Introduction of new member David Cheney. For today's meeting Lynn G. sitting in for Carol Hamilton.
- Tracker reviewed
- Discussion at end of meeting to add number to tracker – this revision will be made to future tracker
- Row 1 in Action column will be amended to read “recognize at volunteer lunch as a group” i.e. meal on wheels driver, front desk, etc. to showcase volunteer opportunities
- Volunteer survey will be amended with addition of questions what are you three favorite things about your volunteer position and are the three least favorite parts of your position and how can the COA support improvement to your experience
- Discussion of feedback on instructors, question on LLL survey will be reviewed to collect information about instructor
- Discussion of a separate or improved survey for monitors of class – currently there is a question on the monitor instruction sheet but there has not been a lot of feedback received from monitors. Updated monitor survey will be reviewed at next meeting
- Row 3 will be amended to review offerings as sections i.e. fitness
- Row 4 will be amended to remove fixed one time from tracker and review special programs as needed
- Row 5 needs addition of mall trip
- Row 6 add action including the expansion plans to tracker and change the word planning to assessment
- Tracker will have numbers added for ease of direction
- Discussion at next meeting about suggestions for improvements to congregate dining and gathering data about people who do not attend or attend infrequently and ways that the experience could be more welcoming
- At next meeting Carol to bring marketing tracker

NEXT MEETING: Suggested date Wed Dec 11 at 10am pending Carol Hamilton

ADJOURNMENT: The meeting was adjourned at 2:00pm.

Submitted by,

Marilee Comerford, Activities Coordinator COA