

## NOTICE OF PUBLIC MEETING

**NAME OF PUBLIC BODY –Marshfield Council on Aging Open House Committee**

**DATE OF MEETING:** Wednesday, May 25, 2022

**TIME:** 11:00 am

**PLACE:** Senior Center  
230 Webster St., Marshfield, MA 02050



### AGENDA

1. Call to Order
2. Confirm Date and time of open house
3. Invitations and flyers, printing and distribution
4. Design a program booklet for the day of open house with agenda
5. Refreshments
6. Set up and flow of rooms and activities
7. Groups that need tables i.e. Boosters
8. Type and # of Volunteers needed and for what jobs
9. Parking and police detail
10. Staffing –
11. Give away bags
12. Staffing –
13. Name tags and designations
14. Any other items
15. Set next meeting date
16. Adjourn

***Please note that the Board or Committee may act on agenda items in a different order than they appear on this agenda excepting for duly noticed and advertised public hearings which are scheduled for a specific date and time on the agenda which shall begin on or after the scheduled times.***

***Persons interested are advised that, in the event any general agenda matter taken up at this meeting remains unfinished at the close of the meeting, it may be put off to a continued session of this meeting without further notice by mail or publication. In the event a public hearing which has started remains unfinished at the close of the meeting, the Board or Committee may continue the matter to date and time certain with or without further notice by mail or publication.***

Agenda for the COA Open House Planning Committee on Wednesday, May 25 2022 @ 11:00 am at the S  
May 25, 2022

Sheila, Barbara, Maureen, Carol, Lynn, Kathleen, Marilee, Maggie, Stephanie, Cathie Jim Lowell, and Kristen

- 1) Date and time – June 25<sup>th</sup> at 10:00
- 2) Invitations – flyer type, hard copy, list to distribute to special guests i.e. donors through the Boosters. Carol will work on the special guest list such as people involved in the project.
- 3) Initiation flyers
- 4) Carol will draft a program with agenda and credits and will ask Kathleen to design the program.
- 5) Publicity – send invitation to media outlets, other COA's others, electronically through MSC, who will do this
- 6) Agenda and speakers Mike, Steve Darcy, Jan Mutchler all confirmed. Bill Scott will be master of ceremonies and will manage the agenda
- 7) Refreshments – will be in the dining room with 4 stations, coffee, soda, water, Tea, 5 different types of rolls/ sandwiches on trays, potato salad, chips, mini pastries, cookies, brownies, large sheet cake. (Sandwiches will be delivered the morning of the event about 9:00 by Roche Bros)
- 8) Set up- 1) Violinist in lobby from 10-11, 2) Giving Tree unveiling @ 10:30, 3) Speakers program in gym with auditorium style seating 11-12, 4) lunch in dining room 12-1 5) Entertainment from 1-2 3 piece band in dining room near gift shop, event ends. We should set everything up on Friday afternoon on the 24<sup>th</sup> for the 25<sup>th</sup>, all hands on deck with any available staff. Activities will keep this in mind with respect to shifting people or classes to other areas that will not be used.
- 9) Volunteers needed # and for what jobs 1. Greeters Desk, 2. Monitors in each room (new area), food servers at stations, clean-up crew, parking attendants, tour guides, -
- 10) Name tags or other ways to designate staff or volunteers that can help assist patrons.
- 11) Parking, police detail? Auxiliary parking? Webster Estate or Govern Winslow school Bus driver needed for people who want transportation
- 12) Decorations and paper goods gold, white and mint green/blue – all here minimal flowers needed entry and sea flower.
- 13) Staff that will attend, Jim Lowell will oversee the food, bus drivers, admin staff,
- 14) Give away gifts – need to be put together, and where and when do we give them out.
- 15) Special Information Tables – COA, Boosters, Social Day, Molly Fund?
- 16) Funding – Boosters, Molly Fund, Roche Bros, Star, Stop and Shop, Proprietor's Green
- 17) Any other items?

