



COUNCIL ON AGING – STRATEGIC PLANNING MEETING

DATE OF MEETING: Monday, August 30, 2021 at 9:30 a.m.

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

AGENDA

Members: Dave Cheney, Fred Monaco, Maureen Saunders and Barbara Van Houten

1. Call to Order
2. Approval of Minutes from August 2, 2021 - 5 Minutes
3. Align on our meeting objective – 5 Minutes
 - a. Review the outcome our August 2nd SWOT refinement process
 - b. Align on the intended outcome of this meeting
4. Continue refining our SWOT analysis
 - a. for incorporating into our annual strategic plan update – 45 minutes
 - b. For our remaining SWOT groups, refine each to 3 - 5 statements/themes
 - i. Identify, categorize similar items
 - ii. Create a common statement for each category
 - c. Identify any pairing across SWOT groups
Examples:
Using a "strength" quality to pursue an opportunity
Addressing a COA weakness to mitigate a threat
 - d. Create possible action plans for each
 - Evaluate the costs to benefits
 - Prioritize each
5. Align on next steps for incorporating into our 5 year plan
 - a. Reference our SWOT process checklist and calendar
6. Next Meeting
7. 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.