



## COUNCIL ON AGING STRATEGIC PLANNING COMMITTEE MEETING

Monday, November 23, 2020 at 10:00 am

Senior Center, 230 Webster St., Marshfield, Outside on patio with Masks.

### AGENDA

**Members: Dave Cheney, Fred Monaco Maureen Rosenberg and Maureen Saunders**

1. Call to Order
2. Approval of Minutes for August 3, 2020
3. **Background, our cause for action:**
  1. The strategic planning (SP) process has not been updated since August 3, 2020
  2. Our COA continues to evolve and expand its scope and resources
  3. Our 5-year plan's annual review is to be completed by the Strategic Planning Committee.
4. **Resulting objective:**
  1. Assess our current SP process, in relationship to our Mission and Vision
    - a. Identify any gaps, compared to our continued expansion plans
  2. Develop recommendations for updating our SP process
  3. Review with the COA board, for input and alignment
5. **Supporting agenda:**
  1. Review our project's background and objective for alignment
    - a. review, align on our team's objective, agenda and team structure
  2. Review our mission and vision
    - a. outline, ground our team in the reasons for our COA's existence
  3. Outline our SP's current state/process, for reference
    - a. outline our current methods, tools, team structure
  4. Identify possible gaps; SP to COA Mission and expansion plans
    - a. does our current SP process support our mission and projected growth
    - b. Brainstorm; identify strengths, weaknesses, opportunities for improvement
  5. Bridge the gap;
    - a. outline options for improving our current SP process
    - b. consider methods other COA groups have used
    - c. Outline recommendation for COA board review
  6. Session closure
    - a. Review action register, agreements, next steps
    - b. Team assessment of workshop; what worked, areas for improvement
6. Next Meeting
7. Adjourn