

WILLIAMSBURG COA Advisory Board

Meeting Minutes

May 16, 2018

Board members present: Jacqueline Dufresne, Margaret Ricci, Daria D'Arienzo,

Associate Members: Jim Cahillane, and Nan Winninger -- **Quorum: Yes.**

Staff: Sherry Loomis, Melinda McCall

Public Guest: Peg Whalen

Meeting commenced at 12:15 pm.

Approval of March Minutes: Daria moved, Margaret seconded. Unanimously approved. March Minutes approved with changes.

Board Discussion:

Sherry introduced Melinda to the Board members.

Discussion of by-laws concerning quorum. Noted that more members would be helpful. Jim offered to become full time board member if necessary. He'll also ask members of the Men's Group if they would be interested in joining.

Margaret read the Open Meeting memo about bylaws (attached.) Sherry can post agenda on the town website. There was further discussion about scheduling and the agenda with reference to the open meeting law.

Margaret informed group about gifts, placemats, and brochures from Highland Valley Elder Services.

Daria proposed purchasing window shades for the COA office like the ones in the library. Would shade from glare of sun, but not block vision. Daria will check out funds. Motion was made for Sherry to explore this for the room. Daria moved, Margaret seconded. Unanimously approved.

Jim re board blurb for Men's Group recruiting. Jim asked that the board acknowledge Sherry to the Select Board. Daria mentioned that Sherry made small visible changes to improve Sr. Ctr. There was discussion on advisory board.

Peg reported that the Select Board asked her to sit on the Search Committee for new director.. Asked what kind of relationship with director the Board would want to see between the Board and the new director, as well as concerns, opportunities, and challenges. Discussion and noted that the Select Board is future oriented, is not living in the past regarding what is now happening at Sr. Ctr.

Discussion of strategic planning, Hope's report, the budget. Report by end of fiscal year. Ask Charlene about budget.

Peg asked about types of outreach that are being done for the town. Suggestion to start Outreach Committee again with different members. PR is not the same as outreach. The new director will fill that position and the group will be part of the discussion. Suggestions are to get back with the consortium, use outreach to find new people to be served. The Consortium and Williamsburg are behind in finding the needs of the community. What do other towns do that Williamsburg could do? Could involve other towns' community members, not just COA or Board members. Peg can be involved with strategic planning for outreach. Discussion on interview process.

Next Meeting: June 20 at 12:15.

Meeting adjourned at 1:47 pm. (Margaret moved, Daria seconded. Unanimously approved.)

Respectfully Submitted,
Sherry Loomis (Minutes)