

**Williamsburg COA Advisory Board
Meeting Minutes,
November 20, 2019**

Present: Margaret Ricci, Nancy Winninger, Jacqueline Dufresne, Gerry Mann, Daria D'Arienzo
Guest: Deb Hollingworth
Staff: Sherry Loomis

Margaret suggested that members read and comment on Minutes by email to be ready to vote at meetings.

Jacqueline announced that applications for Director position will be closed on 1/7. Discussion

Sherry reported on HVES billing issues, discussed outreach and the Polka Party

Other business: Maureen to become full member and Jim to fall back to Associate Member.
Daria suggested buying energy-effecient window shades discussed before.

Next meeting to be 12/18

Motion to adjourn: Nan, seconded: Margaret.
Adjourned at 1:00 pm

Respectfully Submitted
Sherry Loomis