

**GROVELAND COUNCIL ON AGING BOARD OF DIRECTORS  
MEETING MINUTES July 19, 2023**

**ATTENDING:** Linda Brown, Laurel Puchalski, Deb Stephenson, Irene Thomas,

Marie Waller, COA Director Alyssa Lee

**ABSENT:** Larry MacElhiney, Barbara Sanborn, Marie Waller

**CALL TO ORDER:** Motion made by I. Thomas, seconded by Deb Stephenson at 9:34 a.m.  
COA Mission Statement read by L. Puchalski..

**MINUTES:** Accepting minutes of June 21, 2023 minutes is postponed until the August 16 meeting, due to a lack of a quorum of board members today who were at the June 21 meeting.

**FINANCIAL REPORT:** Updated report will be shared at August 16 meeting.

**DIRECTOR'S SUBMITTED REPORT:** (See Director's report for more details.)

- After two weeks in the position, Director Lee appreciates the support of the COA Board and warm welcome from everyone. She especially thanks Assistant COA Director Burke for her invaluable support and guidance.
- Eager to contribute her "skills and expertise to shape a successful future for the Groveland COA," Director Lee has met with more than a dozen stakeholders and observed these trends:
  - \*need to strengthen the management relationships/network including collaboration and communication among stakeholders for positive and productive outcomes and impacts
  - \*need to engage more people in the 60-70 year age group and in the Friends of the Groveland COA in supporting COA in many ways, especially programs
  - \*aim to enhance the COA visibility and consistent communication in the community
- Janet Delmare started as the Outreach Coordinator on July 11, and may attend the Greater Boston Food Bank workshop on pantry food safety with Director Lee. They are both collaborating with Our Neighbors Table.
- Director Lee is encouraging shared ownership at weekly team staff meetings held on Wednesday mornings.
- Leaving on Aug. 22, Maureen Lee-Locke has contributed her skills as Interim Outreach Coordinator and part-time Van Driver with personality and positivity. The COA is grateful for her good work.
- The Van Driver position will be open. NEET drivers will fill any void, as needed.
- Self-registration options for events are being explored.
- Director Lee aims to develop a strategic plan to guide COA budget, activities, resources.
- Aug. 15 is the deadline for the Sept/Oct Newsletter which will survey needs and preferences and also include the Friends of COA fundraising raffle calendar.

- June's Ice Cream Social, generously sponsored by the Friends of the COA, had more than 35 participants who enjoyed ice cream sundaes, socializing, and music.
- Senator Tarr and the DOT Charlie Card Program served a dozen COA citizens.
- Ping Pong and Corn Hole started on July 20 under the tent.
- As a new fiscal year begins, Director Lee will prepare the financial end-of-the-year report soon, and she is learning the new invoice system. Director Lee and Board Treasurer Waller will collaborate to prepare and present reports for the previous month at board meetings.

#### **OLD BUSINESS:**

- COA Pantry Volunteers will continue to be in the pantry and collaborate with the Outreach Coordinator on Wednesdays, noon to 2:30, to help with the ONT delivery and fill orders for delivery through July and August.

#### **NEW BUSINESS:**

- D. Stephenson made a motion, seconded by L. Brown, to approve several unpaid days in August for the newly-hired Director who had family time arranged before she was hired. Unanimous.
- Related to a discussion about Performance Evaluations, Director Lee will share the town's tool and other evaluation tools that can be adjusted for self-evaluation and goal setting for precise positions.
- D. Stephenson suggested that now that the COA Board has a COA Director, the Board could serve more as a strategic advisory board and brainstorm a variety of focus areas for monthly meetings on August 16. Some suggested areas might be the budget, grants, reviewing by-laws, COA van use, the director's performance, and more.
- The Friends of the Groveland COA will meet on Thursday, August 3 at 3 p.m. in the Town Hall Main Meeting Room. This fund-raising and supportive group for the COA is seeking paying and active members and COA supporters, especially for the fall calendar raffle fundraiser.
- Older Americans Day will be celebrated on Thursday, Aug. 17 with 11:30 lunch under the tent and a 12:30 indoor performance of Songs from the Sound of Music by Ruth Harcovitz.
- Continuing programming will include movies, exercise classes, trips, Wednesday Game Day, Traveling Chef. The COA Staff can help with any questions.
- L. Brown made a motion, seconded by D. Stephenson, to hold an August meeting with the new director to brainstorm focus areas for future meetings and future goals for Alyssa. Unanimous.

**ADJOURNED:** Motion made by D. Stephenson and seconded by L. Brown to adjourn at 10:34 a.m. Unanimous.

**NEXT SCHEDULED MEETING:** August 16, 2023 at 9:30 a.m. in the Town Hall Main Meeting Room.

**RESPECTFULLY SUBMITTED BY:** Irene Thomas, Secretary

# Director, COA Board Report

Date of meeting: July 19, 2023

Meeting time: 9:30am

Any special meeting notes: 11th day on the job!

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## Summary

I am thrilled to serve as the Director of Goveland COA and express my sincere gratitude for the warm welcome I have received from everyone involved - volunteers, clients, staff, and board members. As I continue to immerse myself in the organization's operations, I am eager to contribute my skills and expertise to shape a successful future for Goveland COA. This report outlines the current status and key areas of focus in my first two weeks on the job.

## Starting Fresh

Within my first 30 days, my aim is to prioritize a dedicated learning phase to understand the organization's inner workings fully. I feel this approach allows me to gather valuable insights from all stakeholders, ensuring we make informed decisions that align with Groveland COA's vision and mission. I am committed to being intentional in every step of our planning process.

1. To-date I have held 15+ meetings to date
  - a. Trends, particularly from Board:
    - i. Biggest Challenge: Relationship Management
      1. There is a need to cultivate a strong and supportive network of stakeholders, ensuring collaborative efforts toward fulfilling the organization's mission and making a positive impact in the community.
    - ii. Why?
      1. A few trends on this- including differing interests, time constraints, past relations / communication barriers, etc.
    - iii. Opportunities for Growth:
      1. Engagement with the 60-70 yr Age Group
      2. Growth in Friends Of group

- iv. What's needed to succeed:
  - 1. Enhance COA's visibility through a well-crafted communications plan that includes and goes beyond our current marketing, including social media campaigns, community outreach events, and media engagement.
- ii. What should I focus my attention on?
  - 1. Relationships / Partnership Building
    - a. Stakeholder relationships are not static; they evolve over time. As the organization grows, stakeholders may change, and their needs and priorities may shift. There's a need to continuously adapt to these changes and maintain positive connections
    - b. *I would also note that I received lots of wonderful programming ideas too...a couple that shared multiple times: sing-alongs and multi-generational activities*

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## Programing Highlights

### 1. Past Events / Highlights :

- a. June's Ice Cream Social:
  - i. 35 registered attendees
  - ii. Thank you to the Friends of Groveland Council on Aging for sponsoring
- b. Senior Charlie Cards:
  - i. 12 people Registered
  - ii. Thank you to Senator Bruce Tarr's office and MassDot for making it possible

### 2. Upcoming Events / Highlights:

- a. This Thursday, July 20th: Ping Pong & Corn Hole: 10am under the tent!
  - i. No pre-registration needed
- b. Thursday, August 17th at 11:30am: Older Americans Day featuring a performance by Ruth Harcovitz, performing songs from The Sound of Music; lunch is at 11:30 under the tent and performance is indoors at 12:30
  - i. 36 people are currently registered
  - ii. Still a few more spots left! Register

### **3. Admin Updates on Programming**

- a. **Self-Registration for Events:** We are actively exploring options to streamline event registration by enabling self-registration for both paid and free events. This initiative aims to enhance user convenience and improve the overall event experience.
  - b. **Yearly Planning:** We are currently in the process of developing a comprehensive board plan and budget for the upcoming year. This strategic planning will guide our organization's activities and ensure efficient allocation of resources to achieve our mission.
  - c. **Newsletter:**
    - i. August 15th is the deadline for submissions to the COA
    - ii. In our upcoming newsletter, I would like to reach out to our constituents and seek their feedback. To accomplish this, I'd like to incorporate a survey that will enable us to better understand their needs and preferences. Still working out the details on how exactly this will play out.
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## **Staffing / Admin Updates**

- Janet started on July 11th as our new Outreach Coordinator; she's diving right in. Both Janet and I will be attending the 'Pantry Food Safety Workshop' organized by the Greater Boston Food Bank at the end of the month. Additionally, we are actively collaborating with Our Neighbors Table and other partners to assist in our learning and integration process.
- Just an FYI - we're holding weekly team meetings, Wednesday at 11am; this is an opportunity to foster a collaborative environment, encouraging shared ownership with an aim to ultimately lead to better outcomes for both individuals and the organization as a whole.
- Maureen's last day is Tuesday, August 22nd; as a team, we hope to do something special to celebrate her.
  - **Staffing Needs:**
    - **Van Driver :** I hope to post the updated job description this week.

## Financial Highlights

We're in a new fiscal year!

- I have made progress in understanding the new invoice system and now have access to budgets. However, I acknowledge that there is still more to learn, and I appreciate your understanding as I continue to familiarize myself with the system.
- I am committed to providing you with the year-end reports by the end of this month, and I will make every effort to deliver them sooner if possible.
- Looking ahead, my plan is to have the previous month's financial reports prepared for each Board meeting. I will be coordinating closely with our treasurer, Marie, to ensure seamless and timely reporting. Together, we will keep the Board informed of our financial status, enabling well-informed decision-making and transparency.

Thank you for your support and patience as I work to effectively manage our financial processes and reporting.

Any questions for me and or things you'd like to see on the next board report?

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A big thank you

- **A huge thank you to Nisha** - her invaluable support and guidance have made a significant impact during the transition period for both myself and Janet!
- I would also like to extend my gratitude to everyone on the Board. Your warm welcome, sincere engagement, and genuine support in embracing me as the Director of the COA is deeply appreciated and truly valued.