

Harvard Council on Aging
Planning Meeting
Hildreth House
August 30, 2010
9:00am

Agenda

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|---------------|---|
| 9:00 – 9:15 | Welcome & Check-in
2-minute status from each attendee |
| 9:15 – 9:30 | Review agenda
Outcome – set of goals for the upcoming year
How do we stay on track? |
| 9:30 – 10:00 | COA Director’s goals & expectations
Review last year’s goals: <ul style="list-style-type: none">* Housing -- Janice* PR/messaging – Carlene?* Volunteer coordination -- Sharon |
| 10:00 – 10:30 | Break up into small groups
Brainstorm programs/ priorities/ goals for coming year |
| 10:30 – 10:45 | Break |
| 10:45 – 11:45 | Reconvene – review, group, select priorities |
| 11:45 - Noon | Accountability
Monthly meetings -- status reporting on goals
Events / calendar |