

**Meeting of the Northborough Council on Aging  
May 9, 2017 7:00 Senior Center**

*The role of the Northborough Council on Aging is to maintain or increase the quality of life for the mature citizens of our community. We do this through support advocacy, planning, coordination, and implementation of programs that bring mature citizens together for social, recreational, and educational purposes. We seek to educate the entire community and enlist its support and participation.*

1. **Call to Order:** A meeting of the Council on Aging of the Town of Northborough was called to order at 7:00 PM by Adrienne Cost, Chair with the following also present:

Ed Bombard, Member	Phylis Muthee Member
Jerry Anderson, Member	Alice Stapelfeld, Friends <i>member</i>
Linda Cragin, Member	Henry Squillante, Friends
Tony Pini, Member	Kelly Burke, Senior Center Director

The following were not present:

2. **Approval of the Minutes:**

The minutes for the April 2017 meeting were approved. It was discussed that the terms of several members had expired; all agreed that identifying new members did not make sense until we completed our planning process of what the COA wants to accomplish so the needed skills, knowledge and expertise can be identified.

3. **New Business**

It was decided to suspend the agenda for the meeting and focus on drafting a statement regarding the standards of conduct expected of participants at the center. A draft statement compiled from information from other senior centers was reviewed, discussed extensively and edited. The Board will review the next draft and send it to town Counsel before the Board adopts the statement.

Strategies to promote the statement were also discussed, including posting it in each room, sharing it via the Northborough Times and having participants sign that they received it. It was agreed that the purpose of the statement was to support staff in their efforts to make the Senior Center a welcoming place and posting it was a logical first step.

The draft statement will be edited by Linda as discussed, circulated by email with discussion, and if needed reviewed at the next meeting before submission to the town.

The meeting was adjourned at 8:45 pm.

Linda Cragin, Secretary

Minutes of the Board Meeting held on 15th June 2011

Page 2 of 10

The meeting was held in the Boardroom at 10.00am on 15th June 2011. The meeting was chaired by the Chair of the Board, Mr. [Name]. The agenda for the meeting was as follows:

- 1. Approval of the Minutes of the previous meeting
- 2. Approval of the Strategic Plan 2011-2015
- 3. Approval of the Financial Plan 2011-2015
- 4. Approval of the HR Plan 2011-2015
- 5. Approval of the IT Plan 2011-2015
- 6. Approval of the Marketing Plan 2011-2015
- 7. Approval of the Operations Plan 2011-2015
- 8. Approval of the Risk Management Plan 2011-2015
- 9. Approval of the Sustainability Plan 2011-2015
- 10. Approval of the Governance Plan 2011-2015

The meeting was held in the Boardroom

Approval of the Minutes

The Chair of the Board, Mr. [Name], proposed that the Minutes of the previous meeting be approved. The Minutes were approved unanimously.

Approval of the Strategic Plan 2011-2015

The Strategic Plan 2011-2015 was presented by the Chief Executive, Mr. [Name]. The plan sets out the organization's vision, mission, and strategic objectives for the next five years. It was approved unanimously.

The Strategic Plan 2011-2015 was approved unanimously. The Board will continue to monitor the progress of the plan and report back to the shareholders at the next AGM.

The meeting was held in the Boardroom at 10.00am on 15th June 2011. The meeting was chaired by the Chair of the Board, Mr. [Name].

The meeting was held in the Boardroom at 10.00am on 15th June 2011.