

**COA Board Meeting
Minutes for 12/28/05**

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JAN 27 2006

TOWN CLERK

Present: Adele Anderson, Debra Giza, Barbara Larsen, Evelyn Minarik, Dian Reynolds, Sandy Wonders, Terri Frazier, Suzanne Grout Thomas.

☒ Suzanne chaired the meeting in Dennis's absence. Minutes of November 30th were accepted.

☒ We briefly discussed the structure of the Board. Barbara, VP, will chair future meetings of Dennis is absent. Sandy, secretary, will take minutes to be typed and mailed by staff and will post meetings with Dawn Rickman at Town Hall as required by the Open Meeting Law.

☒ Deb reported on the work she and Peg had done on goals and communication via the Wellfleet Wave. She distributed a possible alternate format for discussion. Terri prepares the newsletter now. She distributed advance copies of the new one and explained costs, procedures and how things have evolved over time. Printing is by Sir Speedy, with the \$400 printing and postage costs per issue shared by the town and the Friends of the COA. It is mailed to all residents aged 65 and up listed on the Census, to all Friends dues payers, to the Select Board and Finance Committee, and anyone else who requests it. Suzanne is working with Sgt. Michael Hurley of the Police Department as a resource on grants and will apply in the spring for a 3 year grant for newsletter funding that may allow monthly publication again and other changes. It was moved and seconded that Deb, Peg and Terri will be a subcommittee to work on additional suggestions for a new format and report at the February meeting.

☒ We agreed to come to the January meeting with suggestions for a mission statement for the Board, which needs to be to the point and concise. Suzanne will send us some samples.

☒ At the February meeting we will discuss a survey or other means of doing the needs assessment required by our By-Laws.

☒ In her Director's Report, Suzanne said that the Senior Center locks have been changed and tighter policies developed on keys. Keys must now be signed out and returned by 10a.m. the next day. The use of space in the building is improving since regular groups have bought a storage cabinet or removed their property. Suzanne explained the building use policies which we approved previously but were never officially adopted by the Selectmen. A hearing for that purpose is scheduled for January 10th.

☒ Our next meeting will be on Wednesday, January 25th at 9a.m. We adjourned at 10:10a.m.

Sincerely,

**Sandy Wonders
Secretary**

P.S. Don't forget the Friends pancake breakfast on Saturday, January 14th from 8:30-10:30 a.m. at the Senior Center!

Accepted 1/25/06