



Meeting Notice

Town of Duxbury, Massachusetts

Pursuant to MGL Chapter 30A, §18-25

All meeting notices and agenda must be filed and time stamped in the Town Clerk's Office and posted at least 48 hours prior to the meeting (excluding Saturdays, Sundays and Holidays)

TOWN CLERK'S STAMP

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TOWN CLERK

8/29/2023, 11:36:18 AM

DUXBURY, MA

Board/Committee: Duxbury Council on Aging Board

Meeting Location: In-Person @ Duxbury Senior Center in the McCluskey Room

Day & Date of Meeting: Wednesday, September 6, 2023 Time: 8:30 AM

Posted by: Joanne Moore, COA Director

AGENDA

1. Introduction (Joanne)
2. Welcome from Board Chair (Pam)
3. Why Board Training is important? (Pam)
 - i. What and why are you interested in being on the COA Board?
4. Understanding the Responsibility of the Board (Donna)
5. Aging Services Roles (Donna)
 - a. Executive Office of Elder Affairs (EOEA)
 - i. Formula Grant
 - b. Aging Services Access Point (ASAP)
 - c. Area Agencies on Aging (AAA)
 - d. Massachusetts Council on Aging (Professional Trade Association) (MCOA)
 - e. COA, a Municipal Department
6. Mission, Vision and Values (Joanne)
7. Orientation to Programs and Services: Meet the Staff
 - a. Joanne Moore, Director
 - b. Angela Sinnott, Assistant Director
 - c. Caren Harrison, Social Day Program Manager
 - d. Cathy Callahan, Food Service Manager
 - e. Cathy Dame, Home Delivered Meals Manager
 - f. Brooke McDonough, Media Manager
 - g. Alex Newcomb, Community Service Manager
 - h. Chris Coakley, Volunteer Manager
 - i. Elissa Wyllie, Finance Manager
8. Relationship between COA Director/Staff and Board (Donna and Joanne)

The listings of matters are those reasonably anticipated by the chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

- a. Support Advocate
 - b. Ambassadors/Educators
 - c. Marketing
9. Legal Obligations: State Laws and Municipal Policies (EOEA) Donna
- a. Open Meeting Law
 - b. Public Records Law
 - c. Conflict of Interest Laws
 - d. State Ethics on Political Solicitation
 - e. Fundraising & Your Friends
 - f. Fair Information Practices Act
 - g. Criminal Offender Record Information (Cori)
 - h. HIPPA/Privacy (For Outreach/Community Service Staff)
10. Documents included in a Board Binder (hard copy or drop box) Joanne
- a. Welcome Letter from Board Chair
 - b. Board Responsibilities
 - c. Organizational Chart (State and Town)
 - d. Upcoming Meeting Dates
 - e. Upcoming Training Dates
 - f. List of Board Members with Contact Information
 - g. Committee Assignments
 - h. By Laws/NISC Accreditation/MCOA Certification
 - i. Long Range Plan/SWOT Analysis
 - j. Town Requirements (Getting Sworn in and documents)
 - k. Glossary of Terms
 - l. COA Budget/Overview of Grants received/Budget Presentation
 - m. Miscellaneous
11. Remember to (Joanne)
- a. Sworn in by Town Clerk
 - b. Review Board Material prior to September meeting
 - c. Request a Board Binder vs. Drop Box
 - d. Pick a committee to Join
 - e. Submit a Biography

12. Q & A