



TOWN OF SHREWSBURY
Council on Aging
Shrewsbury Senior Center
98 Maple Avenue, Shrewsbury, Massachusetts 01545-5398

Shrewsbury Council on Aging
Sub-committee meeting- Roles and Responsibilities of the COA Board
July 11, 2022

Present: Judy Goodstein, Jean Campaniello, Betsy Zuegg, Hollie Lucht

1. Meeting called to order at 10:30am
2. Review and Act on June meeting minutes: Discussion:
 - a. Amend title of sub-committee to “Roles and Responsibilities of the COA Board”.
Motion to accept minutes as amended; unanimous.
 - b. Discussion- re-open discussion on allowing absent members to participate remotely;
 - c. Discussion- address the use of the word “may” in the COA Board member attendance statement. Previously stated as follows: “Board members may not miss more than three meetings within twelve months. Any Board member missing more than three **MAY** be dismissed from the Board.”
 - i. Judy Goodstein will discuss these two items with the Town Manager for clarification
 - ii. Agreed not to accept item 4.1 from previous minutes (June) pending decision of Town Manager.
3. Review the guidelines completed to date, make changes, additions:
 - a. Re-open discussion regarding Board members missing meetings, as mentioned above. Clarification to follow subsequent to Judy’s meeting with Town Manager
4. Discuss and continue to draft “Guidelines...” with focus on completing financial oversight roles.
 - a. Gift Fund discussion to take place at next meeting.
5. Discuss and draft guidelines regarding:
 - a. Responsibilities of Board members:
 - i. refer to June minutes items 4.h.i, 4.h.ii, 4.h.iii, previously discussed
 - ii. Suggested to add under “individual responsibilities” the following: *Each COA Board member shall participate in at least two programs/services per fiscal year and report back to the COA Board*
 - iii. Suggested to add under “individual responsibilities” the following: *COA Board members shall serve on sub-committees as needed.*
 - iv. Suggested to add an additional item: *evaluate our performance as a Board.*
 - b. *Motion to accept: motion unanimous*
 - c. Responsibilities of Officers: There shall be three officers:

- i. Chairperson- chairs meetings in accordance with Roberts' Rules and the Open Meeting Law; Vice Chairperson- chairs meetings in the absence of the Chairperson; Secretary- accurately records the minutes
 - ii. Motion to accept; unanimous
 - d. Orientation of new Board members:
 - i. All new COA Board members to be provided with a copy of the Commonwealth of Massachusetts July 2015 "A Guide for Board Members" document as well as a copy of Roberts' Rules and the Roles and Responsibilities of the COA Board.
 - ii. All new COA Board members shall meet with the COA Director and COA staff
 - iii. All new COA Board members shall meet with the COA Board officers
 - iv. All new COA Board members shall be given a tour of the Senior Center.
 - v. Motion to accept; unanimous.
 - e. Format of the COA Board meetings:
 - i. COA Board shall meet monthly on the second Wednesday of the month
 - ii. Meetings must have a quorum
 - iii. Roberts Rules shall be followed
 - iv. Chairperson shall preside. In the absence of the Chairperson, the Vice Chairperson shall preside. If both are unavailable, the meeting shall be rescheduled.
 - v. Sub-committees shall be created on an as needed basis and staffed by Board members
 - vi. Motion to accept; unanimous
 - f. Long Term and Annual Planning- moved to next meeting.
6. Next sub-committee meeting- August 15 at 10:30
 7. Next COA Board meeting- to be decided by consensus based on COA Board members' availability in August.
 8. Next meeting- to be discussed; Planning and Gift Fund
 9. New item: 22nd Anniversary celebration moved to September 13, 2022.
 10. Motion to adjourn: 11:52am. Unanimous.