WCOA | MINUTES

Meeting date | time 11/19/2019 | 8:00 a.m. | Meeting location Whately Town Hall

Meeting called by
Type of meeting Std monthly mtg
Facilitator Ruth Leahey
Note taker Denise Govoni
Timekeeper n/a

Attendees
Ruth Leahey (WCOA & Tri-town Council Chair);
Nancy Maynard (WCOA & Valley Neighbors); Lois
Hunt (WCOA); Denise Govoni (WCOA); Bill Orloski
Quorum met.

AGENDA TOPICS

Introductions

Nancy, Lois & Denise are all new members of the WCOA having been recently sworn in.
Brief introductions including background. Nancy has prior exposure to the needs of local seniors
through Valley Neighbors as well as other prior exposure. Neither Lois nor Denise have worked or
volunteered in this capacity. Bill (who decided during the meeting to join the committee, with the
understanding that his spouse’s needs are his priority) has been part of prior meetings and has a wealth
of knowledge in this capacity.

To allow for greater attendance by other WCOA members as well as Selectman Jonathan Edwards it was
proposed and accepted that the monthly WCOA meetings would be held the 2nd Wednesday of each
month at 8:00 a.m.

For ease of access to the building, to eliminate the need to head another facility, and to allow for access to
copy machine, etc. it was proposed and accepted to meet at the new Whately Town Office Building
located at 4 Sandy Ln.

Having a regularly scheduled meeting date/time/location will also allow for greater attendance by the
greater community. This will also create greater ease in ensuring we meet the 48 hour advance notice
meeting posting requirements.

Review the purpose of the COA

In summary, the purpose is to provide advice to our representative Selectman Edwards, regarding the
needs of the senior population in Whately.

It was suggested the WCOA outline a mission statement separate from the Senior Center as the
committee’s responsibility for advising reaches beyond that of the senior center.

Review the Tri-town Council Working Group – Prep for 11/20/2019 meeting

Ruth has a working spreadsheet with various issues (attached). We discussed the issues at a high level
and reviewed the recommendation to log/track these items for both decision making and record keeping.

Walked through the Whately census information and the need for more accurate information.
Discussed the possibility of adding a questionnaire in with the census mailing and the need for responses to be kept confidential.

Also discussed joining forces with Valley Neighbors on a joint questionnaire to leverage information without an additional mailing.

Lois and Nancy both said they have access to other town questionnaires and would bring these to the next meeting.

Ruth provided a list of questions from the 2015 questionnaire (attached).

Question as to why there isn’t greater exposure via various advertising vehicles such as church bulletin, the Scoop, etc. Was there a conscious decision to not have greater exposure or is this something that is being worked on? Or needs to be evaluated?

If there is more advertising done, what additional capacity does the Sr. Center have?

Is there a current list of all resources available so everyone is providing consistent information?

### Volunteers for Chair and Secretary

Denise volunteered and was unanimously voted in as secretary.

A chair is still needed and will be discussed at the next meeting.

Lois unanimously voted in to be the liaison to Jonathan Edwards in the event he cannot attend a WCOA meeting.

### Additional Business

Valley Neighbors goal is a go live date of April 2020.

There was a question raised as to why Sunderland was not included in VN’s since they are part of the Tri-town. Per Nancy there is some discussion being had but capacity right now may only meet what is currently outlined. Someone also previously asked about Conway as well.

To allow for each person to have a voice, we will open each monthly meeting by asking each member what they hope to accomplish during that month’s meeting. We ask this be kept to 1 min or less.

There is concern that the WCOA is underrepresented at the Tri-town Council meetings. There will be a greater discussion when more members and the Selectman is in attendance.

### Action Items

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<tr>
<th>Action Item</th>
<th>Person responsible</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Notify Lynn re: publish monthly meeting information</td>
<td>Ruth</td>
<td>12/06/2019</td>
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<tr>
<td>Discuss current advertising process and vehicles as well as future needs and additional exposure opportunities</td>
<td>TBD</td>
<td>TBD</td>
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<tr>
<td>Tri-town Council information to Jonathan Edwards</td>
<td>Ruth</td>
<td>11/20/2019</td>
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<tr>
<td>Open monthly meeting w/each person stating in 1 min or less what they hope to get out of the meeting that day.</td>
<td>Members (Chair / Secretary)</td>
<td>Ongoing</td>
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<td>Obtain a list of resources available at the Sr. Ctr</td>
<td>TBD</td>
<td>TBD</td>
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<td>More in-depth discussion will be had re: purpose, mission,</td>
<td>Members</td>
<td>Ongoing</td>
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<td>Action items</td>
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<tr>
<td>next steps for the WCOA</td>
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Minutes respectfully submitted by Denise Govoni, 12/1/2019
disperse/mail/deliver. Can we make post cards with our mission statement and information to be use as hand outs with questionnaires? Good location: transfer station, town office (need plastic container) 2 questionnaires attached.

Next Meeting Date:

Adjorned:

Meetings written by: