



NOTICE OF MEETING CITY OF MELROSE, MASSACHUSETTS

ORGANIZATION: Melrose Council on Aging

MEETING DATE: Thursday, September 19th, 2019

TIME: 9:30 a.m. - 11:30 a.m.

**MEETING LOCATION: Milano Center - Conference Rm
201 West Foster St**

REQUESTED BY: John Capuano, Chairperson

AGENDA

1. Minutes from last meeting (Nancy Messina will distribute)
2. Executive Director's Report – Meet and Greet new COA Director, Stacey Minchello
3. Statistics: Review the process by which event statistics is gathered and displayed on a timely basis. How can we enhance the output from the current software to service our needs.
4. Old Business
5. New Business
 - What is the roll of the board members under the direction of the Executive Director? (Will the roll follow A Guide for Board Members produced by the Executive Office of Elder Affairs?)
 - Create a 5 Year Strategic Plan for the Melrose Council on Aging. Start with organizing a Strategic Planning Committee. Some strategies to explore are membership, financial stability, programming, administration, and logistical challenges, such as parking, classroom space, and physical accessibility.
 - Review of current position of the proposed logo.

Next meeting October 17th, 2019 - Please call the COA office (781-665-4304) if you are unable to attend.