![C:\Users\joanne\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\JJHFPHV0\cranberries[1].jpg]() Council on Aging Needs Assessment Committee

 Savery Moore George Callahan

 Joanne Nelson Pat Henderson

 Ken Morrison

January 15, 2019 Meeting Minutes

Attending: Savery Moore, Ken Morrison, Pat Henderson, Joanne Nelson

Absent: George Callahan

Also Present: Stephen Cole, Carole Julius

A motion was made by Savery Moore to open the CoA Needs Assessment Committee meeting at 9:22 am and seconded by Pat Henderson and unanimously approved.

A motion was made by Patricia Henderson to approve the minutes from the December 18th meeting, seconded by Ken Morrison and unanimously approved.

New Business:

Stephen has been in contact with Nancy Urbshat from TSM Design and has sent her copies of the Cohasset and Chatham surveys and suggested that they not be used as a format for our survey. Ours is to be Carver specific.

Discussion on preparing for Focus Group Meeting on January 29th:

 Each member of the committee will provide Stephen with 2 names to be part of the group

 Stephen and/or Nancy Urbshat will reach out to these candidates

 The meeting will be held at the Fire House in the conference room from 10 – 11:30 am

 A snow date is set for February 5th

 This is a one time meeting

The committee members are to send Stephen a list of questions they feel should be included in the survey by Friday of this week.

Stephen reviewed that our contract with TSM Design is for $15,000.00 and that we will have an additional amount of $5000.00 from the Town for further expenses. This could include mailing costs, Swag/Ambassador recognition, means to advertise the survey.

Joanne will send Carole copies of the approved minutes and she will post them on the CoA Website.

Joanne will be sure to provide copies of the minutes to Lynn Doyle, Town Clerk.

Future Projects: Prepare the survey

 Distribution of surveys

 Meet with the Board of Selectmen on progress of the committee

 Project Close Out – how to distribute the results of the survey

A motion was made by Savery Moore to approve the next meeting for February 12th at 9am. This was seconded by Ken Morrison and approved unanimously.

A motion was made to adjourn the meeting at 10:30am by Savery Moore. This was seconded by Ken Morrison and approved unanimously.

Respectfully submitted

Joanne Nelson