



Council on Aging Needs Assessment Committee

Savery Moore

George Callahan

Joanne Nelson

Pat Henderson

Ken Morrison

March 5, 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 9:15 am and seconded by Joanne Nelson and approved by Pat Henderson. It passed unanimously.

We discussed changes and or rewording to the Survey for questions #2, #3, #14, #15, #16, #19 #23 and #24. We then had a conference call with the team from TSM Design to review our suggestions. We will have an online and a paper survey available. The postcard will be mailed approximately 4 days before the survey. There will be a return envelope provided.

Stephen should receive a copy of the projected post card and paper survey by the end of business on Friday the 8th. He will then forward it to the committee to review. We might convene next week in order to give approval for release of the postcards.

TSM Design needs the address list from Lynn Doyle, our Town Clerk, to proceed.

Stephen will contact Catherine Gallerani from the Carver Reporter to put out a teaser that the post cards are in the mail. The address list will be based on the 2019 census return. We might put in this article that if you do not receive the post card you should contact the Carver Town Hall. This article must be turned in on the Tuesday before the next week publication.

Carole mentioned that the use "reply all" violates the open board meeting policy.

Pat Henderson asked if Stephen had contacted George Callahan to see if he wanted to continue on the committee. Stephen mentioned that it was up to Mike Malinowski as he had appointed the members to the committee.

Old Business:

Savery Moore entertained a motion to approve the minutes from 1/15/19. It was seconded by Ken Morrison and approved by Pat Henderson. It passed unanimously.

Savery Moore then entertained a motion to approve the minutes from 1/29/19. It was seconded by Ken Morrison and approved by Pat Henderson. It passed unanimously.

Savery Moore then made a motion to approve the minutes from 2/12/19. It was seconded by Ken Morrison and approved by Pat Henderson. It passed unanimously.

Savery Moore then made a motion to reconvene on Tuesday, March 19th at 9am. It was seconded by Ken Morrison and approved by Pat Henderson. It passed unanimously

Savery made a motion to adjourn at 10:20am. It was seconded by Ken Morrison and approved by Pat Henderson. It passed unanimously.

Respectfully submitted,
Joanne Nelson