

To: Files
Fr: Theresa McDonald
Re: Hingham Council on Aging
Meeting Notes May 11, 2021

Remote meeting via Zoom:

Dial-in number: 929-436-2866

Meeting ID: 861 8621 7463

Passcode: 940302

[Website: https://zoom.us/join](https://zoom.us/join)

Attending:

- Dawn Sibor (Chair)
- Cindy King (Vice-Chair)
- Ethel Franks
- David Alschuler
- Karen Johnson
- Joe Millburg
- Linda Powers
- Jean Silverio
- Scott Stevenson
- Deborah Sullivan
- Jennifer Young (Director)
- Theresa McDonald
- Judson DeCrew – Guest Speaker SOAR Management

1. Call to order at Call to order at 11:31am

This meeting is being held remotely as an alternate means of public access pursuant to an Order issued by the Governor of Massachusetts dated March 12, 2020 Suspending Certain Provisions of the Open Meeting Law. You are hereby advised that this meeting and all communications during this meeting may be recorded by the Town of Hingham in accordance with the Open Meeting Law. If any participant wishes to record this meeting, please notify the chair at the start of the meeting in accordance with M.G.L. c. 30A, § 20(f) so that the chair may inform all other participants of said recording.

<https://us02web.zoom.us/j/86186217463?pwd=V2lvdEtjdDhCNGVUR3VLcm9jK3lmZz09>

2. Chairman's Remarks – Dawn Sibor:

Dawn discussed upcoming events that COA Board would need to focus on:

- Volunteer Appreciation Event in the Fall
- Annual Appeal
- Deborah Sullivan – Light Plant Flyer for Annual Appeal
- COA Board meeting in June to be held at the Senior Center

- Strategic Plan: Look at existing space, few years before we are able to move into Public Safety facility/Police Station.

3. April Meeting Minutes: (April 13, 2021)

- Motion to Approve: Karen Johnson
- Second to Motion: Deborah Sullivan
- Approved 10 Yes/ 1 Abstention

4. Strategic Plan – Guest SOAR Management – Judson DeCrew:

Jud DeCrew, Project Coach @ SOAR his job is to assist prospective clients on what they would like to accomplish. Also, to make sure SOAR aligns with client's needs and interests. SOAR was established 14 years ago as a volunteer placement in Newton in 2006. In 2016 the Newton Community Service Center was rebranded they decided not to continue the program. Judson and fellow coworkers decided to continue and set up formal structure to continue the program. They are a nonprofit entity. SOAR brings people thru 8 week training program to teach them the nature of nonprofits and provide them with a common language of their consulting practice. They have 100 consultants with 70 active members. They currently have 14 projects underway. Minuteman Senior Service, Bay Path Senior Services, Natick COA, Friends of the Elderly. Also, the Dover COA which offered a broad community study to identify the needs of the Dover community and their relationship with town government.

SOAR accepts applications on a rolling basis. They focus on outcomes and what they are trying to accomplish and what the outcomes will be.

Dawn Sibor advised she has already completed the application process before COVID and had a conversation with a senior consultant at SOAR. Judson would like to align several people to discuss in greater depth through Zoom if project moves forward.

Judson discussed prior projects with Board and their individual strategic plans. He stated the strategic plan is not something SOAR does for you. It has to be jointly developed with the organization. They will guide and support but the plan would have to be yours. Strategic Plan is usually completed within 6 to 9 months.

Dawn Sibor shared her screen to show board members what she had worked on with SOAR with her company.

Questions:

Scott S: Will scope include working with COA to monitor performance?

Judson: Yes and No. They have been requested on occasion to provide intermittent support. In general they would like to check in and see how things went and when would be a good time to check progress. This could be 3 -9 months out.

Scott S: What is the timing on when to say GO?

Judson: We would want to make sure interview meeting that we have a broad group of SOAR group listening to Hingham group. Form a project team which may take several weeks.

Cindy K: I am interested in the particular discipline brought together in the team and their backgrounds?

Judson: One person who has experience in the space and a mix of members.

Jen Y: In 2013 HES did work with UMASS for a community needs assessment. Looking forward on expanding the SC and what the physical design would look like but also the community needs and interest have changed. A Strategic Plan along with a Community needs assessment is a necessity. Would you view as two separate projects with SOAR or developing a strategic plan out of the community needs assessment?

Judson: You would want to understand the community contacts before you would want to lay out a strategic plan. I would think you would want to see them as sequential. One first then the other.

Scott S: How do you get paid?

Judson: Pro Bono, all volunteers. Some clients have made donations.

Judson left meeting:

Dawn discussed moving forward with SOAR or to hold off until new board appointed. Jen advised to move forward with SOAR. Scott S. read 2013 assessment of needs done by UMASS Boston and was curious if they were hired or pro bono? Dawn advised to include them when working with SOAR. Jen Y. stated they are still offering assessment opportunities to qualifying communities and was no charge.

COA Board members unanimously agreed to move forward with SOAR.

5. Director's Report – Jennifer Young:

Deferred to Committee Updates.

6. Committee Updates:

a) **Nominating Committee:**

Committee Members:

- Jean Silverio
- Karen Johnson
- Deborah Sullivan

Deborah Sullivan advised of the nominees slated for September 2021

- Chair – David Alschuler
- Vice Chair - Scott Stevenson
- Secretary - Deborah Sullivan

Dawn made a motion to accept all nominees.

Motion to Accept: Jean Silverio
 Second to Motion: Cindy King
 All in Favor: Unanimous Vote

b) Grab and Go Event:

Committee Members:

- Ethel Franks
- Joe Millburg
- Karen Johnson
- Jean Silverio
- Elenore Letterie

Ethel reached out to other centers and was advised to keep first event small (25), make festive, and pass out gift with a note saying we missed you.

Ethel discussed “Drive up and Pick up a Meal” instead of “Grab and Go” which other centers have used. Keep it simple with the first event focusing on coffee, muffins, fruit cup and gift.

Jen Young, Director advised she is attending a meeting @ 2:00 to discuss approval for events with Town Administrators. Jen also advised Nona’s Ice Cream was also suggested for an event to be located at Haley Field. Jen spoke w/Mark @ Rec Dept. and he approved to have an event before school gets out and before 2 when field is in use. Dave A. suggested looking into church parking lots if location is an issue. Jen will follow up with committee members once approved to move forward.

c) Furnishings:

Committee Members:

- Joe Millburg
- Cindy King
- Linda Powers

Joe advised board members furniture was picked out at Ace Hardware/Hingham Lumber. 4-6 round tables with 4 chairs at each table with umbrella. The tables are black with a metal frame and the chairs are red. Jennifer is having patio power washed and landscaped cleaned up. Joe advised if table/chairs are in stock we could have in few days. Dawn advised we may need to look into another vendor for umbrellas as they are sold out at Hingham Lumber.

Joe estimated furniture to cost between 2,000 and 3,000.

Dawn made a motion to approve up to 3k out of Donation Account.

Motion to Approve: Jean Silverio
Second to Motion: Cindy King
All in Favor: Unanimous Vote

7. Other Business – Items not reasonably anticipated 48 hours in advance

Jean Silverio: Building Committee Meeting tonight at 7PM.

8. Future Agenda Items:

The meeting adjourned at 12:43pm. All in favor.