



Sudbury Senior Center

Council on Aging
Town of Sudbury, Massachusetts

40 Fairbank Road • Sudbury, Massachusetts • 01776-1681 • www.sudburyseniorcenter.org
Phone: 978-443-3055 • Fax: 978-443-6009 • E-mail: senior@sudbury.ma.us

Sudbury Council on Aging Board Meeting ~ Special Event Subcommittee ~

Thursday, June 1, 2023

1:00 PM

In-Person Meeting

Agenda

1:00 Call to Order – Meeting on Special Events

Define Purpose – to plan for the New Community Center Soft Opening - (completed)

—Define Objective –

to introduce the community to the new space; showcase special programs. (completed)

—Details

- Date - (completed)
- Timeframe – (completed)
- What do we want to do?

—Logistics

- Handouts
- Tours
- Presentations

—Food and Drinks

- Flowers
- Giveaways (pens, refrigerator magnets, letter openers, etc.)

—Build Data Base

- Sign in sheets of visitors
- Invite other groups (library, police, fire, etc.)
- Prepare a budget for Friends

These agenda items are those reasonably anticipated, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Times are approximate.