

TOWN OF SUDBURY
COUNCIL ON AGING
SPECIAL EVENT COMMITTEE
MINUTES OF MEETING

June 1, 2023

1:00 PM

WEBSITE: <http://sudbury.ma.us/departments/CouncilOnAging/>

Members Present: Anna Newberg, Paul Marotta, Don Sherman
and Debra Galloway, Director of Sr. Center

Guest: Select Board Chair Janie Dretler

Meeting called to order at 1:00 PM

Committee Purpose: to plan for the New Senior Center Soft Opening

Committee Objective: to introduce the community to the new space; showcase special programs.

Dates: The most recent plan for timing of the Soft Opening celebration is for the first week of December, with a back up date for the 2nd week of January. It will be helpful to have a backup date in mind, should construction plans change the move-in date. Debra has also discussed this with Facilities Director Sandra Duran and will share the dates with Park and Rec Director Dennis Mannone. We want to hold the celebration on the same day as the Park and Rec department, if it makes sense for them.

Current moving dates are Nov. 1-5 for the moving company to move all packed boxes and items from the current Senior Center to the new Senior Center in the new Community Center.

The group discussed various ideas for the opening of the new Senior Center in the new Community Center. Suggestions were made to invite the library, invite Police and Fire Departments. It was decided that it might make more sense for the library to come to the grand opening in May.

A goal was suggested for the new Center – to increase the # of unique visitors.

Publicity: Janie shared that we might want to share information with Kevin LaHaise of “Sudbury Weekly” to help with publicity. Janie shared contact information with Debra.

Plans for the Event: The group would like to have flowers at the Celebration. Anna volunteered to get some estimates. Debra guessed that we might need 5 bouquets at different locations.

The committee feels that a formal invitation would be the best way to encourage participation and to make it feel special. Debra will see if we could send the invitation to the Census list. The Senior Center newsletter is sent to Sudbury residents 70+ most months of the year, and to residents who are aged 70+ in January and September.

Invitations would also go to the Select Board, Town Manager, Asst. Town Manager, Department heads, etc. Debra could also invited Senior Center Directors from surrounding towns.

Janie suggested perhaps inviting musical groups from LS high school, such as the A Cappella group.

Would it make sense to incorporate some sort of Art project into the celebration?

We should absolutely have a sign-in sheet for all who attend.

We talked about give-a-ways such as pens, mugs, letter openers, gloves, scarfs.

The Committee would like to develop an estimated budget to share with the Friends and to ask for their support.

Other items to have available at the event would be File of Life packets.

Debra mentioned that we can advertise the event at the Fall Fest event on Sat., Sep. 23.

The COA Committee on Special Events will next meet on Thursday, June 15 at 1:00 PM.