

TOWN OF SUDBURY  
COUNCIL ON AGING  
**SPECIAL EVENT SUBCOMMITTEE**

MINUTES OF MEETING

July 13, 2023

2:00 PM

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

**Members Present:** Anna Newberg, Paul Marotta, Don Sherman  
and Debra Galloway, Director of Sudbury Senior Center

**Guests:** Sharon Wilkes, Senior Center Program Coordinator, Joe Bausk, Friends of Sudbury Seniors President, Friends Members: Jacqui Bausk, Pat Howard

**Meeting called to order** at 2:00 PM

**Committee Purpose:** to plan for the New Senior Center Celebration

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

Paul asked the attendees to introduce themselves and then explained the Subcommittee's purpose to the group.

Paul shared that the Subcommittee had decided to invite various departments/groups to host tables at either the morning or afternoon timeslot at the Celebration.

Joe Bausk wondered why the Park and Recreation Department was not included. Paul explained that Park and Recreation was invited, but they indicated they could not participate in the event, as their part of the building will still be under construction in December. Park and Recreation staff will be able to participate in the Grand Opening to be held next spring.

Paul reviewed some of the Subcommittee Meeting Minutes of June 21, 2023. He mentioned that the Subcommittee members were hoping for Friends support for the costs of the Celebration. Joe reported that at the last Friends meeting there was a lot of support for this event. The group decided not to vote on the requested amount feeling that it was an estimate and perhaps too low.

There was additional discussion about the various groups that the Subcommittee has suggested: including the Town Departments, such as the Police and Fire Departments, the Nurse, etc. Everyone agreed that it totally made sense to invite these groups to participate. Joe asked why would you not include them? The new building is our new Community Center and it makes sense to have other departments participate. It was suggested that perhaps DPW

might be invited as well. Anna feels that the COA, Friends and Senior Center tables should be highlighted and the Friends thanked for their contributions.

It was agreed that COA, Friends, Senior Center will have brochures, flyers and information available on their tables. And we will suggest the same to all the other departments/groups who host a table. Joe stated that he would bring the Friends Annual Report. (Correction at the July 27 meeting. Joe meant to say that he will share the Friends Annual Appeal letter from last year, which lists Friends donations.)

The group agreed a Senior Center Welcome Table should be near the Front Door on Celebration day.

Sudbury TV will be asked to videotape the event.

Discussion ensued regarding musical entertainment, especially during the lunch period. The group would like to invite both Lincoln-Sudbury High School and Curtis Middle School musical groups to participate (a cappella group, jazz band, etc.). Sharon will contact the schools when they open at the end of August to see if this can be arranged.

Paul stated that he feels the event should be called one consistent name, and he likes “New Senior Center Celebration”. The rest of the group also likes this name.

Paul remarked that the Subcommittee has only about 2-months-time to pull all the details together, as the Senior Center staff will be very busy in October and November with the move to the new building.

Don suggested that we need to consider whether parking will be adequate and where people will park. Debra reported that the new Senior Center parking lot will be open, and is about the same size as the current one. Haskell Field parking will also be available.

The group agreed to meet again in 2 weeks, on July 27, at 2:00 PM.

The group decided to focus on some additional event details, such as Food, Flowers and giveaways.

**Food –**

**Menu to include:**

**Breakfast items – Mini-muffins, mini-donuts (donut holes), fruit cup**

**Lunch items – Finger sandwiches, small bags of various chips, possibly ice cream, definitely a cake (full sheet cake), cookies**

**Throughout the Day – snacks TBD**

Sharon will research ordering 250 finger sandwiches from Market Basket (egg salad, seafood salad, chicken salad, etc.). She will also verify that Market Basket sells mini-muffins.

**Cake purchase TBD, donuts from Honeydew/Dunkin.**

**Fruit cup – Joe offered to make this.**

**Fruit basket – Apples, tangerines, grapes, bananas?**

#### **Flowers –**

Previous estimate for flower arrangements \$700. Those with flower experience indicated that this was a high estimate. Flowers should be closer to \$250-\$300. Sharon will reach out to Patty Walch of Sudbury Garden Club to ask for recommendations, or to see if the Club would like to assist. The event will be near the holidays, but we will make sure that the flowers/greenery our non-denominational so that those who do not celebrate Christmas are not left out.

#### **Colors –**

It was decided that the colors for paper products and decorations will be purple, sage green and white.

#### **Giveaways –**

Paul suggested we consider tote bags such as those given by Janet Lipkin to the Senior Center volunteers – except about half the size of these. The group decided this would be a good idea. The bags will have the Senior Center colors, logo, address, etc. We expect to need about 200?

We also agreed that the current Senior Center pens would be great giveaways, along with small notepads with magnets on the back.

Other items considered for drawings included: gloves, scarves, mugs/hot chocolate.

#### **Supplies for Groups –**

Does the Senior Center have enough tables for all of the groups to be in the Multi-purpose room at the same time? Debra will research this. We will also need many trash barrels, as well as name tags for table hosts, tour guides (we will want different colors for different groups).

#### **Minutes Approval –**

The Minutes of the Subcommittee meeting on June 21 were reviewed and approved. Anna Newberg made a motion to approve of the June 21 Meeting Minutes, Don Sherman seconded the motion and the motion carried unanimously.

#### **Next Meeting –**

Our next meeting will focus on the activities to be held in the Program Rooms during the Celebration.

**Thursday, July 27, 2023, at 2:00 PM**

The meeting was adjourned at 3:10 PM.