

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

MINUTES OF MEETING

July 27, 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: Pat Howard

**Meeting called to order** at 2:02 PM

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

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

**Minutes Approval:**

Paul asked for comments on the July 13 Minutes. Joe reported that he wanted to correct a statement he made at the last meeting. He stated that he would share the Friends' Annual Report at the last meeting; but had meant to say that he would share the Friends' Annual Appeal letter.

The Subcommittee Minutes of July 13, 2023 were approved with the correction by Joe; Anna made a motion, seconded by Don, and it was approved unanimously.

Discussion ensued about the planned special event at the new Senior Center. Paul asked for updates on Food, Flowers and Giveaways.

**Food:**

Sharon reported that Market Basket provides sandwich platters for a very good price and they were well-liked at a recent event. She shared the Market Basket price list. Sharon also reported that Market Basket offers mini-muffins that could be used for our Celebration day breakfast items. Joe estimates that the cost of the fruit cups will be about \$50-\$60. He will use the clear plastic tumblers that we have at the Senior Center.

**Flowers:**

Sharon and Anna both agreed that we should order two large arrangements from a local florist. Sharon will organize with the help of Anna and Sudbury Garden Club the small arrangements to be placed around the Senior Center on the event day.

**Giveaways:**

Debra has asked Chery to order more of the special pens with the Senior Center logo. Debra reported that the Senior Center also has water bottles and notebooks that can be given away, and will order small tote bags with Senior Center contact information. The Senior Center will also order notepads for the refrigerator (with magnet backs).

**Nametags:**

Anna proposed that all of the COA, Friends and Staff should have nametags. We also agreed that all guests will be offered peel n stick name tags. Paul mentioned the lanyards with nametags that are given out to volunteers. Debra will have the nametags for COA/Friends members prepared for the event. The Senior Center will also be sure to have the peel and stick nametags available for guests.

**Activities for Celebration Day:**

Discussion focused on various activities, programs, tables to be scheduled for the new rooms in the new Senior Center space.

MP Room (Multi-purpose Room) – Lunch 11:30-1:00, Tables for representatives of the COA, Friends members, others, members from Chess group, other groups, Volunteer Opportunities

Lounge Café: Breakfast 9:00-11:00;

Program Rooms – Lifelong Learning program, Trivia/Game Show, other special event/entertainment, Gardening, Other ongoing program?

Art room – Watercolors mini class, other art programs (15-20 minute classes)

Fitness room – mini- demos of Fitness classes; Chair Yoga, Fit for the Future, etc. (15-20 minute classes)

Tours - volunteers to help with tours, some from COA/Friends, some general volunteers

Pat suggested that if instructors cannot attend programs, perhaps students from the programs or clubs can represent and talk to guests.

**Day of the Week:**

Joe questioned whether the event should take place on Wednesday as we have been discussing, or on a Saturday. After some discussion, it was agreed that most likely the Grand

Opening will take place on a Saturday and it will make more sense for this event to take place on a weekday. Instructors may be more likely to be available, staff as well.

**Timing of Event:**

Debra reported that there is a possibility of a delay in moving to the new Center which would effect the date for the Celebration. It might cause the date to move forward a month, which would put the move right before the holidays. We may want to consider changing the celebration date to second week of January.

**Schedule:**

9:30-11:30 Special programs/mini-fitness/arts classes, breakfast in lounge/café area

11:30-1:00 – Lunch and tables with hosts in MP Room

1:30-3:30 – Special programs/mini-fitness/arts classes

**Soft Opening:**

Debra also shared that we will want to differentiate this event from the Grand Opening for the Community Center which will happen when the final construction is complete for the Park and Recreation department and their parking lot – most likely May 2024. This may mean we do not schedule the Town Manager or Select Board for speeches, etc., at the Senior Center Celebration, depending on circumstances. However, Debra will keep them informed about plans, and certainly they are welcome to attend or speak if they'd like to.

**Info Sheet about COA/Friends:**

Debra will create a sheet with information about both the COA and Friends, including Missions and roles.

**Survey:**

Anna suggested that we ask our guests at the event what do you want to see or do? What are the future programs you'd like? We briefly discussed the idea of some sort of survey that guests could fill out.

**Next Meetings:**

Thursday, August 10, 2:00 PM

Thursday, August 31, 2:00 PM

Note: Friends Meeting is Thursday, August 24, 2:00 PM

The meeting was adjourned at 2:57 PM.