

TOWN OF SUDBURY
COUNCIL ON AGING
SPECIAL EVENT SUBCOMMITTEE

MINUTES OF MEETING

August 10, 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 and Jacqui Bausk

Meeting called to order at 2:03 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 27 Minutes. The Subcommittee Minutes of July 27, 2023; 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.

Debra reported that she has shared a list of supplies needed with Chery who will order them. Joe still plans to make the fruit cup, and Anna will help Sharon with the flowers.

If we are inviting a number of people who are representatives of the groups who meet at the Senior Center, Don suggests we email them in advance to give them notice. This would also apply to individuals or instructors who we want to invite to participate in the Soft Opening.

We talked about the early morning hours (9:30-11:30 AM) consisting of tours and time for people to explore the Senior Center and program options. Then there will be a break for lunch.

Pat suggested that we have information sheets on our various groups such as the Book Club, etc.

Don suggested that we give notice to Police and Fire Chiefs regarding the event so that they can plan and be prepared. There could be parking issues. We also need to remain cognizant of other activities that may be going on in the building.

Debra shared that the date for moving into the building is delayed by at least 2 weeks to November 14. This date could move to later. The group decided to change the date for the Soft Opening to Tuesday, Jan. 9, with a snow date of Tuesday, Jan. 23.

It was also suggested that we keep the event simple as most people will be interested in seeing the space and learning about programs for older adults, rather than having more involved programs. This was acknowledged as a good idea given that the move date may change again and could change the Soft Opening date. Discussion ensued about the start and end time for the event. The time was changed to 9:00-2:00.

It was suggested that we create a display that helps people see the breadth of classes and programs that are offered. It will be helpful to have staff/volunteers available to answer questions about the display.

There was further discussion about the timing of the event. There are concerns about other activities or construction that might be happening on that date. Debra will be checking in with other departments and the Facilities Director about possible conflicts, and construction on that date.

Don recommended that we invite people living in assisted living residences and other housing in town. We will also invite Senior Center Directors to visit on that day.

Debra reported that Janet will create name badges for volunteers on the COA and Friends. It was recommended that Janet add a label that indicated whether someone is on the COA or Friends.

Joe requested that the group develop a more detailed budget request for the Friends meeting. Paul, Sharon and Debra will meet to create this budget.

Next Meetings:

Thursday, August 31, 2:00 PM

The meeting was adjourned at 2:57 PM.