

TOWN OF SUDBURY
COUNCIL ON AGING
SPECIAL EVENT SUBCOMMITTEE

MINUTES OF MEETING

August 31, 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 2:25 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 August 10 Minutes.

Don made a motion to approve the Subcommittee Minutes of August 10, 2023, seconded by Anna, 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 the Committee has already decided to purchase sandwich platters of finger foods for the special event. We will also be serving breakfast items.

Flowers:

Sharon and Anna both agreed that we should order two large arrangements from a local florist (as these are more complicated to make). 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/Budget:

The discussion about Giveaways moved to a discussion of the detailed budget that was shared by Paul. Paul, Debra and Sharon met to hash out the cost details for the budget. During the

Subcommittee discussion, it was decided that the balloons may cost more, and \$50 was added to the balloon line item. Paul suggested that we bring back the line item for the pens, as everyone seems to like them and they can go in the tote bags. Therefore, \$300 was added back to the budget to cover the cost of pens.

The group talked about the idea of hiring a musician, such as a pianist, to provide ambience for the celebration, or perhaps during the lunch break.

Budget:

Joe asked how to best find a way for the Friends to pay for the budgeted items. One idea is for staff to pay with their personal credit cards, though this is not ideal, as receipts can be easily damaged or lost. Pat suggested that maybe the Friends can donate to the Senior Center, and the Senior Center can create a special account just for this event.

Don made a motion and Anna seconded it, to set our Budget at \$3,000. (Price increases/inflation \$335 which when added to the \$2,665 will equal \$3,000.)

Next Meetings:

Thursday, September 28, 1:00 PM

Note: Friends Meeting will follow the Subcommittee meeting on Thursday, September 28 at 2:00 PM.

The meeting was adjourned at 3:30 PM.