



Minutes of Town of Andover
Council on Aging Board Program Committee
Town Hall, 36 Bartlet St., Andover, MA; Selectmen's Meeting Room
January 9, 2020 at 10:00 am

The Council on Aging Program Committee met in regular session at Town Hall, Selectmen's Meeting Room 36 Bartlet St. Andover, MA on Thursday, January 9, 2020.

PRESENT: Molly Bicking, Jeff Kaplan, Paul MacKay, Tom Rando, Don Schroeder

ASC STAFF PRESENT: Kathy Byrne

ABSENT: Joan Fox, Jane Gifun, Jemma Lambert

CALL TO ORDER: Chair, Jeff opened the meeting at 10:02 am.

Following is a summary of items discussed and action items developed:

1. Update / Planning for Yankee Swap (re-gifting) Event: We discussed moving the date for the Yankee Swap forward from the February date previously discussed to allow for preparation and to eliminate schedule conflicts. We agreed to schedule the event on April 1, 2020. We agreed to do pre-registration for the event and target approximately 25 participants. We agreed to reach out to Marland Place with a request for event sponsorship.
 - 1A. ACTION ITEM: Paul will reach out to Marland Place for sponsorship of food for the event.
 - 1B. ACTION ITEM: Molly will work with Kathy on publicity and event preparations.
2. We considered organizing site visit to explore new programs by program type, i.e. Exercise / Fitness, Education, Memory enhancement, etc. We discussed the energy generated during our discussion of program exploration at the December meeting, and how to best organize our efforts. We agreed to consider programs in the following groupings: Exercise, Educational, Wellness, Recreation, Arts and Crafts and Men's Activities. We agreed to develop a calendar of visits over the next 12 – 18 months, and organize the information we observe and collect in an online file which we will all have access to read and update. Paul recommended we look into Google Sheets for collection of information on new programs. We agreed to request that all Program Committee members come to the February meeting prepared to share the names of three programs (in any grouping) that they would like to see included in our exploration. We considered how best to bring the new ASC Director into our process and requested that Paul reach out to her and share information about our committee and invite her to join us.



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- 2A. ACTION ITEM: Jeff will explore Google sheets for the collection of program information.
- 2B. ACTION ITEM: All committee members are requested to come to the February meeting prepared to share the names of the top 3 programs, (in any grouping) they would like to see us explore, and be prepared to share why you recommend the programs.
- 2C. ACTION ITEM: Paul will share information about the Program Committee with the new ASC Director and invite her to join us.
3. Open Discussion: We discussed doing a survey of Andover residents to learn of their thoughts and recommendations for programs both existing and new. We will want to get the views of people who currently use the Center and those who do not, as well as multi-cultural and multiple age groups insights. Target date for the survey will be fall, 2020. We considered various tools to deliver the survey and capture information the survey develops. As with program exploration we will use an online tool like Google sheets to capture, evaluate and share the information we gather.
ACTION ITEM: Paul will begin exploration of actions to build and deliver the survey.
4. ADJOURNMENT: Motion to adjourn offered by Tom and seconded by Paul at 11:10am; The motion was carried unanimously