

# ORIENTATION MEETING FEBRUARY 10, 2016

## ATTENDEES:

COA MEMBERS: Roberta Winitzer, Ruthann Dobek, Yolanda Rodriguez, Muriel Stark, Claire Lurie, Barbara Kean and Jean Doherty; STAFF: Patricia Burns;  
PUBLIC: Monique Richardson, Nancy White and Clara Chin.

Ruthann encouraged anyone interested in becoming a member to contact her at [rdebek@brooklinema.gov](mailto:rdebek@brooklinema.gov)

## INDEX of MEETING

### BUDGET

1. TOWN OF BROOKLINE FY17
2. GRANTS & NON PROFIT

### COA MEMBERS

1. LIST OF MEMBERS
2. COMMITTEES ALL
3. MEETING SCHEDULE
4. BY LAWS
5. JOB DISCRPTION AND RESPONSIBILITY
6. OPEN MEETING LAW
7. ORGANIZATIONAL CHART – COUNCIL ON AGING CHART & TOWN CHART
8. COA ANNUAL REPORT AND HISTORY
9. MISSION STATEMENT

### COA PROGRAMS/SERVICES

1. AT A GLANCE
2. QUICK REFERENCE GUIDE
3. PROGRAM HIGHLIGHTS- SPECIAL PROGRAMS
4. SAMPLE WEEKLY SCHEDULE

### DEMOGRAPHICS OF BROOKLINE

1. ARTICLE –“MORE AMERICANS MAKING IT TO 100”
2. SPINGWELL DEMOGRAPHICS

### ADVOCACY

1. SPRINGWELL –BOARD MISSION
2. EXECUTIVE OFFICE OF ELDER AFFAIRS SUMMARY

## **BROOKLINECAN**

1. BROCHURE
2. NEWS LETTER
3. CENTER CONNECTIONS

## **POLICIES**

1. BEHAVIOR POLICY
2. EMERGENCY PROCEDURES
3. SNOW POLICY
4. SOLICITATION

## **PICKUPS ON TABLE**

1. ELDER RESOURCE GUIDE
2. NEWS AND EVENTS
3. TOWN MEETING BOOKS
4. AGE FRIENDLY SUMMARY BOOK
5. SOCIAL WORK INTERN BOOKLET
6. WISE CHOICES BEYOND MIDLIFE – HARD COPY