



## Montpelier Senior Activity Center

58 Barre Street, Montpelier, VT 05602

*A Place for Healthy Aging and Lifelong Learning*

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### MSAC Advisory Council Meeting Minutes (DRAFT 2)

July 8, 2019 (10:00 AM – 12:30 PM)

MSAC Resource Room, 58 Barre Street, Montpelier, VT

The Advisory Council (AC) convened at 10:00 AM (*change from usual 12:30 start time*)

AC members present: Chair Bob Barrett, Mary Alice Bisbee, Mary Carlson, Liz Dodd, Bill Doelger, Dianne Maccario and Laura Morse. Not present: Barb Dall, Fran Krushenick and Suzi Swanson

MSAC staff present: Janna Clar, Director, and Becca Jordan, Montpelier Community Services Department Communications & Development Coordinator

The quorum requirement (6) was met.

#### **Action on Meeting Minutes:**

- The AC reviewed and amended the June 18, 2019 (12:45-1:45 PM) MSAC Annual Meeting draft minutes to present for membership approval at the 2020 Annual Meeting.
- Minutes of the June 18, 2019 morning (10:30-11:40 am) meeting of the outgoing AC were approved as amended. Minutes of the June 18, 2019 afternoon (2:00-2:30 pm) meeting of the new (as of Annual Meeting) AC were approved as amended.

#### **Director's Notes and Other Discussions:**

- Committee Assignments: Reviewed and edited a draft showing composition of the standing (Program, Finance, Membership/Hospitality and Finance) and ad hoc (Safety Taskforce, Elections Process) committees. Decided to create an ad hoc MSAC Trip Committee (Tina Muncy, Laura Morse, Nancy Schultz, Norma Maurice, Mary Alice Bisbee) to meet twice a year.
- Annual Survey Process: To be discussed further at September meeting. Janna is seeking ways to clarify why eligible people may choose not to participate in MSAC.
- MSAC Election Process: To be discussed further in September when more AC members may be present. The complexity, workload and long duration of current process is burdensome and may discourage people from seeking a seat on the AC. After brainstorming options, MSAC can call a special meeting to seek member input on proposed changes to the process.
- FY2020 Budget: AC members discussed certain revenue and expenditure line items in the MSAC budget document showing the FY20 "proposed" budget that was adopted. Budget questions can be addressed in more depth with City Finance Director Todd Provencher at the September AC meeting.
- FY2020 Member Appeal: Becca Jordan presented an initiative to collect "case studies" where people tell their own stories about how MSAC affected their lives, a strategy to help MSAC fundraising efforts. AC members with someone in mind should ask that person if they are willing to tell their story publicly before letting Becca contact them for this.

- Programs & Events: The Junebug fundraiser event on June 29 had more logistical issues and lower attendance than expected. MSAC tends to offer fewer classes in the summer as instructors and members are busy with other activities. Staff and AC members again discussed the concern that MSAC lacks the capacity to provide certain classes year-round, which can negatively affect members for whom such classes are important to their health and well-being. While MSAC is not bound by ADA or other law to provide those services continuously, its staff and instructors do try to identify alternative services that may be available to fill such gaps.
- Accreditation Update: Janna will focus on this the week of July 15, with Bill Doelger and Mary Carlson assisting. Mary noted that MSAC is expected to complete the accreditation process (including peer reviews and other steps that follow MSAC submission of its accreditation Notebook) within 3 years of filing its intent to submit. That 3-year period is half expired, but Janna assured that the National Institute of Senior Centers (NISC) wants centers to get accredited so would not rule out accreditation if MSAC misses that 3-year deadline.
- Program Committee: Date for the late July meeting was still to be determined. Committee should consider how to add outcome measures to the generic class evaluation questionnaires to help MSAC meet that accreditation requirement.
- Montpelier Village Project. Dianne Maccario briefed AC members and distributed a handout on the project also described in the written Director's Notes. The concept is not a physical village but rather a network of volunteers to connect elders with needed services or resources, such as transportation or help with household chores. The planning group has met with other senior centers and groups like Sustainable Montpelier and the Council on Aging to learn about and brainstorm this concept. People should contact Dianne if they have questions or want to be involved.

### **Next Advisory Council Meeting**

- Time/Place: 4:00-6:30 pm at MSAC facility on Monday, September 9, 2019
- Agenda will include:
  - Create MSAC Goals, Objectives and Action Steps (GASP) Plan for 10/1/19 through 9/30/20
  - Annual survey process
  - MSAC budget, with Montpelier Finance Director, Todd Provencher
  - MSAC election process

Respectfully submitted,  
Mary Carlson, Scribe du jour