

Amesbury COA Board of Directors Meeting Minutes
January 24, 2025

In Attendance: Arthur Levine, Chair; Maggie Miller, Vice Chair; Sue Ballard, Secretary; Larry Leahy, Treasurer; Kliggie Thomas; Tom MacLachlan; Jim Chapman; Doreen Arnfield, Director

Meeting was called to order at 1:05 p.m.

Agenda: Program Coordinator position and concerns

Challenges over the next few weeks or longer due to the resignation of the Program Coordinator

- Andrew Suggs, Program Coordinator is leaving today, Jan 24th. The position has been posted. A new process for hiring has been established by Mayor Gove, with interviews being conducted by a panel.
- Priorities will change due to understaffing causing concern about upcoming programs and events.

A printed description of the position was provided by Maggie.

- Program Coordinator/Community Relations entails oversight of COA daily operations of volunteers and activities at the Center, while strengthening and developing relationships with community providers/sponsors.

The role of the Program Coordinator was discussed. The Board Members are committed to support and help the director to ensure the Senior Center thrives and continues helping the older community.

Activities covered until new Program Coordinator is hired:

- News Letter to be done by Dave Jellison (van driver) with the help of Board Member Jim Chapman
- Birthday cards and room reservations will be handled by volunteers and COA Staff

Activities needing help:

- Volunteer management – greeter and reception desk
 - Find replacement when someone calls out
- Set-up and break-down for events and daily activities
 - Doreen to put together a schedule of when help is needed.

The next regular meeting is February 13th.

Meeting adjourned at 2:15.

Respectfully submitted,

Sue Ballard
Secretary