

MEETING DATE: December 1, 2016

TIME: 4:30 P.M.

If Applicable please fill in Executive Session START TIME: \_\_\_\_\_  
state approx time: \_\_\_\_\_

END TIME: \_\_\_\_\_

Re-open to Public? If yes ☐

SUBJECT of Executive Session: \_\_\_\_\_

Sterling Council on Aging

NAME of BOARD/COMMITTEE

Sterling Senior Center Meeting Room, 34 Boutelle Road, Sterling

LOCATION

ROOM

Name: Barbara G. Foster

DESIGNATED AUTHORITY OF BOARD/COMMITTEE CALLING THE MEETING

TOWN CLERK OFFICE USE  
ONLY

NOV 28 2016

TOWN OF STERLING  
TOWN CLERK

### AGENDA

1. Open Meeting
2. Roll Call
3. Review/Approve November's Meeting Minutes
4. Treasurer's Report - Review signed Warrant
5. Volunteer Coordinator's Report
6. Building Committee Report
7. Public Session
8. Unfinished Business:
  - a. Vote: Change day and time of monthly meetings  
Change day to 2nd Thursday, Change time to 6:30 P.M.
  - b. Volunteer Coordinator: Upcoming Events
  - c. Farmers' Market
  - d. Members report any unfinished business
9. New Business:
  - a. Electronic mailing of all reports - Deadline dates for reports
  - b. Agenda form
10. Future topics: Strategy Planning
11. Directors Report:
  - a. Vacation Coverage
  - b. Newsletter - Large Print
  - c. My Senior Center Report
  - d. Van, Outreach, Kitchen Reports
  - e. Account information regarding usage of building
  - f. Dates of future building usage
  - g. Veterans' Lunch - cost sharing
  - h. Plan for New Years' Lunch - other special lunches
12. Next Meeting: January 12, 2017 ( If vote to change is approved)  
January 5, 2017 ( If vote to change is NOT approved)
13. Adjournment

All meetings are open to the public

NOV 28 16 10 01AM