

MEETING DATE: \_\_\_\_\_ Thurs, Oct. 2 \_\_\_\_\_

TIME: \_\_\_\_\_ 4:30 PM \_\_\_\_\_

If Applicable please fill in:

Executive Session: START TIME:

END TIME:

Re-open to Public? If yes state approx time:

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

Council on Aging

BOARD/COMMITTEE

Butterick Building

Senior Center

LOCATION

ROOM

OFFICE USE ONLY

RECEIVED

SEP 25 2014

TOWN OF STERLING

TOWN CLERK STAMP

10:30 Am

Name: \_\_\_\_\_ Barbara Foster, Chair \_\_\_\_\_ Signature: Barbara Foster

DESIGNATED AUTHORITY OF BOARD/COMMITTEE - (please include printed name & signature)

## AGENDA

1. Open meeting
2. Roll Call
3. Review/Approve Past Meeting Minutes – September 4, 2014
4. Senior Center Building Committee Update
5. Finalize Goals
  - a. Volunteers – coordinator, handbook, job descriptions
  - b. Receptionist – office coverage
  - c. Director's Certification
6. Yard Sale Update
7. Flu Clinic – Tuesday, October 21
8. Special Programming
  - a. Game night – Oct. 22
  - b. Pizza party – Oct. 30
  - c. Clearview – Oct. 15
  - d. Lunch at Monty Tech/Leominster High
  - e. Chinese Lunch – Nov. 15
9. Coverage for Conference – Oct 8, 9, 10
10. MySeniorCenter update
11. Topics for Future Meetings
12. Director's Report
  - a. Van report/update on drivers
  - b. Upcoming events
  - c. Christmas Party on Sunday, December 7
13. Signing of warrant
14. Next Posted Meeting Date – Thursday, November 6, 2014
15. Adjournment