MEETING DATE: <u>December 14, 2023</u>   **TIME:** <u>5:30 pm</u>

If applicable, please fill in Executive Session START TIME:_____ END TIME:_____ Re-open to Public? If
yes ☐ *state approximate time:_____*
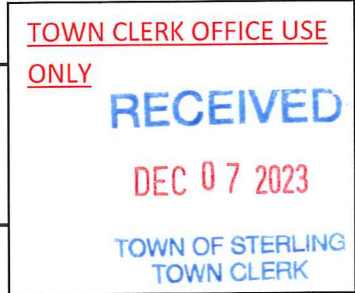
Subject of Executive Session:_____

Sterling Council on Aging

NAME of BOARD/COMMITTEE

Sterling Senior Center Meeting Rm., 36 Muddy Pond Rd, Sterling, MA

LOCATION   **ROOM**

Name: Kevin Beaupre, Chair, Council on Aging

DESIGNATED AUTHORITY OF BOARD/COMMITTEE CALLING THE MEETING

AGENDA

1. Open Meeting
2. Roll Call
3. Review/Approve Meeting Minutes of November 9, 2023
4. Review Treasurer's Report
5. Public Session
6. Director's Update
   a.   Gift account expenditure request and vote
   b.   Building Maintenance and Incident Reports
   c.   Review/Approve Director's Report
7. New Business
   a.   Budget review
   b.   Review Board Member Policy and Procedures Manual
8. Old Business
   a.   12/3 Holiday party review observations
   b.   Building committee report re outdoor structure (Kevin Beaupre)

9. Next Meeting: **Thursday, January 11th 2024**, 5:30 pm
10. Adjournment

All meetings are open to the public