

**Chesterfield COA Advisory Meeting
400 Main Street
Chesterfield, MA 01012**

September 25, 2023, Meeting Minutes

**Attending: Lillian Bisbee, Francine Frenier, Bev Henrichsen, Jan Gibeau, ,
Marianne Drake, Laura Dimmler Jim Martin, Eileen Theroux, Marianne Hoag
Not in Attendance: Tim McElroy, Lynn Hicks**

Meeting called to order: 10:01 a.m.

1. Approval of minutes: Minutes from the July 24, 2023 meeting were approved unanimously. There was no meeting in August.

2. Ongoing Business:

- **Grant Updates—all grants approved. Jan, Peg and Lorrie are working on the nuts and bolts of the ‘big’ grant from EOEA. They are actively interviewing applicants for a Volunteer Coordinator, Tech Volunteers and a Graphics & Communications person.**
- **COA events/announcements – Jan touched on the highlights of her report.**
- **COA Breakfasts—October none
— November 8 –join forces with the Grange and offer a catered breakfast to honor veterans –Jan to check if date is open on the calendar
--December 13—Holiday Breakfast**
- **Assistance needed by COA Director—Five committees were proposed. COA board members signed up to be on By Laws, Programs, Financial, Policies & Procedures, or Nominating Committees.**
- **Thanksgiving gifts discussion—to be continued at next meeting to choose age limits, gift amount and make it a Holiday Gift**

3. Other: Nothing discussed.

4. Meeting adjourned: 11:40 a.m.

**Minutes respectfully submitted.
Francine Frenier**