

## **West Newbury Community Center Committee**

### **Meeting Minutes**

**May 14, 2018**

Meeting was called to order by Chairperson Vanessa Graham at 6:16 P.M. in the Senior Center.

Attendees: Vanessa Graham, Mary Harada, Susan Babb, Dick Cushing, Joel Grossman, Marge Peterson Theresa Woodbury, and Peggie Poore Administrative Assistant. Packets were handed out to all present that included the following:

Agenda, Minutes from March 12, 2018 and April 9, 2018 meeting, Draft of the Strategic Plan, Table with the Action Plan, Budget submitted for FY 19, Financial Statement.

Vanessa and Susan reviewed the Draft of the Strategic Plan that was revised after last month's meeting. The Vision Statement was added. Discussion followed over the "verbiage" used, should be more inclusive, i.e. all members of the community or all community organizations. Vanessa and Susan will work on those changes.

Purpose of the Action Plan is to list what needs to be done, when it needs to be done, and who is responsible for the task. Vanessa asked that members to contact her with their suggestions before the next meeting and which task they would like to work on.

Vanessa thanked Susan for her hard work on the Strategic Plan.

The town's Social Media Plan was handed out to members of the committee. The town is requiring all members to sign the policy. Vanessa will apply for a town email for the committee.

Discussion on how to get information out to the residents. Facebook will be utilized, also suggested posting on bulletin boards at the library, town offices outside senior center. Brochures that would include a Vision and Mission Statement, bullet points, how to contact the committee. Informational sessions, meeting with other committee in town to obtain input from them on their needs as well as inform them of our progress.

Motions by Susan seconded by Joel to accept the Financial report. Passed

Motion by Mary seconded by Susan to accept the March minutes. Passed

Motion by Susan Seconded by Joel to accept the April minutes. Passed

Motion by Joel seconded by Mary to adjourn at 7:15 P.M.

Next meeting June 11, 2018 6:15 P.M.