



## Montpelier Senior Activity Center

58 Barre Street, Montpelier, VT 05602

*A Place for Healthy Aging and Lifelong Learning*

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### Advisory Council Meeting – 1<sup>st</sup> of new Advisory Council

Tuesday, June 20, 2017, in MSAC Resource Room

2:15-3:00 (ish)

|           |                                                                                       |
|-----------|---------------------------------------------------------------------------------------|
| 2:15-2:20 | Call to order, Welcome                                                                |
| 2:20-2:30 | Election of Officers                                                                  |
| 2:30-2:35 | Discussion of FY18 Meeting Schedule (see tentative schedule below)                    |
| 2:35-2:40 | Brief discussion of MSAC Strategic Plan and Accreditation process                     |
| 2:40-2:50 | Committee Assignments (see committee descriptions, reverse, and current lists, below) |
| 2:50-3:00 | Requests for Agenda items for July meeting                                            |

#### Upcoming 2017 meeting of FY18 MSAC Advisory Council:

Bimonthly 3<sup>rd</sup> Monday afternoons:

July 17, September 18, November 20: 12:00-2:30 pm, MSAC Resource Room is available!

2018 Tentative Dates: Mondays, January 15, March 19, May 21, location TBD (maybe MSAC)

2018 Annual meeting: Tuesday, June 19, 12:45-2:00 at MSAC Community Room

#### FY17 Committee Assignments: (subject to change in FY18!)

**Program:** Bob B., Ron M., Fran K., and m.a.l. Christine T., Catherine S., Sylvia K.

**Fundraising:** Sue S., Janet R., and m.a.l. Jane O., Liz Dodge

**Finance:** Bill D., Liz D., and m.a.l. Scott Hess, Whit Dall

**Membership & Hospitality:** Jessica S., Ron M., Fran K., Bill D., and m.a.l. Linda W., Carole B.

**Accreditation:** Mary C., Jessica S., Liz D., Bill D., dianne R., Fran K.

*m.a.l.* = members at large

## **FY18 MSAC Advisory Council committees:** Four options

*Advisory Council members should participate in at least one and are requested to help recruit Members-at-large to participate. Subject to change.*

### **Accreditation Committee (New!)** (meets approx. monthly – task-forces may meet more often)

- Assist staff with national senior center accreditation process
- Understand and communicate to the public the advantages of national accreditation
- Commit to helping MSAC fulfill self-assessment obligations for at least two standards out of nine possible (see NCOA literature for more details)
- Participate in Strategic Plan Taskforce OR Policies and Procedures Taskforce (but not both)
- Help recruit members at large and community stakeholders to participate in various steps of process – some short-term, some longer.
- Other tasks to be determined over coming year

### **Finance Committee:** On hold for FY18

### **Fundraising Committee** (meets quarterly + as needed):

- Assist with annual fundraising planning and serve as an ongoing sounding board regarding FR
- Assist with event planning, publicity, and execution
- Assist with donor prospecting – brainstorming researching potential donors
- Assist with donor stewardship – ensuring that donors are thanked for their gifts, maintaining and strengthening relationships with existing donors
- Assist with major gift campaigns
- Take a leadership stake in MSAC fundraising through personal contributions and tapping personal networks

### **Membership/Hospitality Committee** (meets approx. bimonthly, more often as needed)

- Plan and execute occasional welcome events for new members and/or open houses for the general public (in cooperation with MSAC staff)
- Communicate with new members to welcome them personally after they have joined.
- Visit and/or help recruit volunteers to visit infirmed members in the community
- Work with staff and other members to make the MSAC facility a welcoming and comfortable place.
- Gain an understanding of membership trends; advise and assist staff with membership awareness/recruitment strategies including enhancement of membership benefits.
- Other work yet to be determined to help elevate the reputation of MSAC in the community as an inviting, welcoming place.

### **Program Committee** (meets quarterly in person + via email as needed on occasion):

- Assist staff in evaluating current MSAC programming
- Assist staff in determining future MSAC programming needs/wants
- Evaluate proposals for new programming
- Consider changes to class fee structure
- Assist Program staff as needed