



Town of Harwich
COUNCIL ON AGING BOARD MEETING
Wednesday, March 15, 2023
10:00 AM

Harwich Community Center
100 Oak Street
Harwich, MA 02645
Channel 18 Studio

- I. Call to Order
- II. Approval of Minutes
 - a. Approval of Minutes from the February 22, 2023 COA Board of Directors Meeting** (Vote Required)
- III. Public Comment
- IV. Chair's Comments (R. Waystack)
 - a. Check in with Members
- V. Director's Report (J. Witas)**
 - a. Overview of current and anticipated operations
 - b. Proposed "Program and Presentation Policy"
 - c. Proposed "Presentation Guidelines and Agreement"
 - d. Volunteer needs, recruitment, and training
- VI. Old Business
- VII. New Business
- VIII. Member Comments
- IX. Adjournment

**Supporting information available at the Harwich Council on Aging



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Harwich Community Center • 100 Oak Street • Harwich, MA 02645

Tel: 508-430-7550 • Fax: 508-430-7530

Program and Presentation Policy

The Council on Aging strives to provide quality programming and services that optimize the quality of life for Harwich seniors and their families through welcoming, respectful and meaningful opportunities. Programs will be designed and selected according to the following policies. In addition, presenters and program facilitators will be provided with a copy of the “Presentation Guidelines and Agreement” and expected to abide by all stipulations therein. Violation of those guidelines will prevent future presentations at the COA.

1. Professionals and community experts are encouraged to provide opportunities for our community to become more engaged and educated.
2. COA staff makes the decision of which presentations will be approved based on the appropriateness of the program, the needs and interests of participants, and the timing of other scheduled programming.
3. All opinions are those of the presenter and not the COA.
4. Presentations need to be non-branded, educational, and compatible with the mission of the Harwich Council on Aging.
5. Presentations of a political or religious nature are only appropriate in the COA if they are educational in nature.
6. Presentations promoting unsubstantiated medical practices are not permitted.
7. Non-profit or volunteer agencies that do not have any potential financial interest in the presentation issues shall be given preference over for-profit organizations or those who may have a potential monetary interest in the topic.
8. Reasonable efforts will be made by COA staff to use non-profit, volunteer, or regulatory agencies to provide presentations on topics where other presenters may have a financial interest in the topic being presented.



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Presentation Guidelines and Agreement

The following guidelines have been established for presentations by all organizations not affiliated with the Town of Harwich. Presenters must understand and be willing to comply with these guidelines before any request to provide presentations in the Council on Aging (COA) will be considered. Violation of these guidelines will prevent future presentations at the COA.

1. Sales will not be permitted as part of a presentation or program, with one exception: Following an educational or enrichment presentation, books may be made available for sale on a table with permission of the COA Director or Program Specialist.
2. Commercial business cards, company or product/service brochures may not be handed out to participants, but may be available on a table or in the literature rack. This restriction does not apply to non-profit, volunteer, or regulatory organizations.
3. Informational handouts on the presentation topic may be distributed once submitted to the COA staff for approval.
4. Names and other personal data of seniors are strictly confidential. No solicitation of personal data by any means, including but not limited to: rolls, sign-up sheets, or other means of gathering information is not allowed.
5. Solicitation of contributions of any kind (e.g., money, goods, and services such as volunteer hours) can be made only by non-profit and charitable organizations and only with the approval of COA staff. The COA does not endorse any charitable organization.
6. Collection of any participation information for research purposes, including program evaluation, must be submitted to the COA Director or Program Specialist for approval.
7. No recording of presentations or COA participants will be allowed without prior approval of the COA Director and presenter.