

Board of Directors Meeting Minutes

Wednesday, May 21, 2025

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

Meeting Attendance:

Present: Angie Chilaka, Carol Thayer, Julie Witas, Lauren Swift, Richard Waystack, John Bathelt, Sheila House, Linda Roderick

Absent: Ralph Smith

Guests: Bob Hamilton

1. **Call to Order:** Richard Waystack called the meeting to order at 9:59am
2. **Approval of last meeting minutes:** Motion made by Sheila. Seconded by Linda. Unanimous vote to approve.
3. **Public Comment:** None.
4. **Chair's Comments:** Ralph Smith will be stepping down due to personal reasons. His term will be up in July and he will not be renewing. Richard reported that two new select board members were voted in yesterday at the town election, and Ryan Edwards was elected for school committee. And we as the COA board will be now looking for a new member as well. Joe Powers is stepping down as Town Administrator. They are unsure about an interim town administrator at this time, but the Assistant Town Administrator has been with us for 4 years and will be able to help until a permanent decision is made.
5. **COA Director (Julie Witas) Report:**
 - A. Tomorrow May 22, 2025 at 2pm, we will have a volunteer social event. This is for anyone who volunteers currently or wishes to get to know more about volunteering for the COA.
 - B. We are still working on getting the new newsletter contract in place. It is currently with administration.
 - C. The summer calendar is being worked on.
 - D. We have extended an offer to a candidate for the Program Specialist 3 position, and she is considering it now. We hope to have someone start soon.
 - E. Volunteer Needs – We are in need of more medical drivers, especially as John Bathelt will be out on medical leave for a while. We may not be able to accommodate all requests unless we onboard new volunteers.

6. **Old Business:**

- A. Needs Assessment – Julie had a meeting with UMASS yesterday. They are finishing up the data analysis and should have the report prepared by the first week of June, as well as an executive summary describing the most pertinent findings. We are working on scheduling a meeting to review the results and then plan a community forum to share results more widely.
- B. At the men's breakfast this month, Richard talked about a couple of the tax credits available. There is one for veterans and their spouses and a new affordable housing tax credit. Many others are available as well. Call the assessors department for more information.
- C. A joint meeting for all departments in the Community Center is still in the works.

7. **New Business:** None.

8. **Member Comments:**

- A. Bob Hamilton was happy to see that the Friends of the COA grant was talked about in the last meeting and that he is looking forward to the results of the needs assessment.
- B. Sheila mentioned that we still need 3 homes for 6 kids that will be performing for Circus Smirkus this July.
- C. Sheila was voted unanimously to be the COA liaison for the facilities committee.

9. **Adjournment:** Motion made to adjourn by Sheila. Seconded by Linda. Unanimous vote to adjourn. Meeting ended at 10:33am.

The next meeting is scheduled for Wednesday, **June 18, 2025** at 10am.