

## Sudbury Commission on Disability Meeting Minutes

Date and Time: 10/2/19 10:07 AM  
 Location: Silva Room, Flynn Building, 278 Old Sudbury Road, Sudbury  
 Members Present: Kay Bell (KB), Doug Frey (DF) Pat Guthy, Chairperson (PG), Lisa Kouchakdjian (LK), Caroline Santangelo (CS)  
 Members Absent: None  
 Public Commenters: None

**Convene:** The meeting came to order at 10:07 AM. A quorum (at least a majority of 3) was present.

1. **Assign clerk to take minutes**

DF volunteered to record minutes.

2. **Public Forum**

There was no public forum input.

3. **COD "Traffic Violation" Account Funds**

PG discussed the background of the account and its future usage. The Committee discussed potential uses, the need to have the funds benefit the Town and the disability community and support the Commission's mission. Ideas for fundraising were discussed. PG asked for a two person team to be identified to work on procedures for managing financial resources. KB made a motion to establish a working group to address procedures and structures for managing the financial resources of the COD and appoint PG and CS as team members. LK seconded motion and the Committee voted 5-0 in favor of the motion.

4. **Marketing Strategy and Guidelines for COD**

PG commented on the high attendance and interest at our booth at the Community Fair on 9/20 at the Library. KB and Sue Rushfirth were complimented for their fine work putting together the material for our booth.

PG asked KB to prepare notes for the Boston Disability Summit that KB attended recently. PG suggested CS work with the COD on our marketing strategy and guidelines. CS agreed. The Committee reviewed the Marketing guide that was prepared by the Board of Health Social Work Department. We plan to review a draft of the COD's marketing plan on 11/18/19.

5. **Scheduling Meetings with other Sudbury Town Boards**

PG discussed the importance of the COD to meet with other Town Boards to establish rapport. The Committee ranked five departments in terms of urgency and priority in meeting as follows; Planning, Council on Aging, Park & Rec, SPS and Health. We agreed to reach out to the top two groups and ask for a meeting. The goal of the meeting is to provide an update on the COD's activities and determine how we can support their goals and mission.

6. **Goals and Objectives**

PG referred to our Goal worksheets and our need to identify tasks to help meet our goals. Committee members provided written input to identify tasks for specific Assist, Educate and

Assess goals previously documented. PG collected the completed worksheets and will compile a summary of tasks.

- **Other**

PG sent letter to Dan Carty, BOS, regarding the accessibility and ADA compliance with the Sewataro property and asked Dan to attend our 10/21 meeting to have a conversation about our concerns.

- **Adjourn**

CS moved and LK seconded the motion to adjourn at 11:59 AM.  
The motion carried unanimously.

A true copy attest: Doug Frey  
Meeting Recorder

November 18, 2019  
Date