



To : Councils on Aging  
From : Host Site Councils on Aging  
Re : Fall Board Trainings → **ADDITIONAL SITE** in **YELLOW**

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Please know that Elder Affairs will conduct regional board trainings this fall and you are cordially invited to attend.

These informative trainings cover a variety of subjects including the roles and responsibilities of board members, staff and volunteers, as well as topics relating to COA services and activities, and an overview of the aging network in Massachusetts. Board members, COA directors and "Friends of the COA" are welcome; audience participation is strongly encouraged.

The programs are 2½ hours (with a short break). The **Williamsburg** program will start earlier than usual, running from 9:00 a.m. to 11:30 a.m. with registration starting at 8:30 a.m. Kindly confirm attendance in advance. Thank you.

Training will be conducted by Mr. Emmett Schmarsow, program manager for Councils on Aging and senior centers at Elder Affairs for many years.

Light refreshments will be served. We look forward to seeing you soon!

<b>November 4<sup>th</sup></b>	<b>Melrose COA</b>	<b>235 West Foster St.</b>
Dawn Folopoulos	<a href="mailto:dfolopoulos@cityofmelrose.org">dfolopoulos@cityofmelrose.org</a>	781-665-4304

<b>December 5<sup>th</sup></b>	<b>Williamsburg COA</b>	<b>141 Main St.</b>
Marie Westburg	<a href="mailto:coa@burgy.org">coa@burgy.org</a>	413-268-8410

December 12<sup>th</sup> – **ALTERNATE** if inclement weather. (Town office building is technically in Haydenville.)

<b>December 13<sup>th</sup></b>	<b>Sherborn COA</b>	<b>19 Washington St.</b>
Karen Juhl	<a href="mailto:coa@sherbornma.org">coa@sherbornma.org</a>	508-651-7858

December 14<sup>th</sup> --- **ALTERNATE** if inclement weather.)

Additional trainings will be scheduled based on interest from at least four towns/cities in your general vicinity.

If you have any questions or suggestions regarding COA board trainings, please contact Emmett Schmarsow at [emmett.schmarsow@state.ma.us](mailto:emmett.schmarsow@state.ma.us), or toll-free at 1-800-698-9723. Thank you.