

**West Suburban Veterans District – October 15, 2019**

**Location: Wellesley Town Hall**

**Present: Chris Coleman, Meghan Jop, Louise Miller, and Lisa Yanakakis**

**Also present: Kate Fitzpatrick, Sarada Kalpee and Sally Rose**

**Call to order: Meeting called to order at 3:10 pm.**

**Business:**

**1. Citizen Speak**

None

**2. Minutes**

The Board voted (4-0-0) to approve the minutes of the August 1, 2019 meeting.

**3. Outreach Events**

After a brief discussion the Board voted 4-0 to approve the FY21 Budget.

The Board is looking to hire a benefits eligible Head Administrator on a part-time, 25 hrs./wk basis, and then, in August 2020, moving to full-time for the year when Sarada is away, The Board approved the Deputy Director job description that Meghan had distributed. Meghan said she would talk with Wellesley's HR Department and within the next few weeks post the job on the Veteran's web page and in the four communities. She also encouraged Sarada to reach out to anyone who may be interested. Meghan, Louise, and Sarada will be interviewing prospective candidates.

Once a Deputy Director is hired s/he will shadow Sarada going around to the four towns. Once comfortable with the position the Deputy Director would be in one community and Sarada in another. That way the four offices would have a VSO more frequently than once a week.

Sarada briefly discussed her several upcoming events: on October 29<sup>th</sup> she will be meeting with Wellesley High School Students and Veterans, on November 1<sup>st</sup> she will be present in uniform at Wellesley Dental Group's annual candy drive, and her favorite activity on November 8<sup>th</sup> she will be at Tenacre Elementary School where she meets with different classes.

The remains of Lt Joseph Finneran, a WW2 Veteran, who was KIA, will be landing at Logan Airport on November 1<sup>st</sup>. On November 8<sup>th</sup> the Needham community will be honoring him with a ceremony including full military honors. Kate and Chris were both interested in promoting this event with school students. Sarada will provide them with information.

**4. Director's Update**

Sarada said that she plans to use some of the available District funds to go on daily excursions with Veterans. She plans to use Weston's COA van to visit Hanscom Air Force Base. On

October 24<sup>th</sup>, after the Wayland COA Breakfast, she plans to take veteran's shopping. Louise asked her how she got in touch with veterans. Sarada said through snail mail and word of mouth. On November 3<sup>rd</sup> she will be at Needham's poppy drive being held at Sudbury Farms. Sarada will be in Leominster, MA for the annual MVSOA conference from October 21<sup>st</sup> – 24<sup>th</sup>. She will be gone 3 weeks in June for military training, probably taking some vacation time in July and will be gone for a year starting in August, 2020.

#### **5. Old/New Business**

Chris has accepted a position as the Town Administrator in Westwood and will be leaving the District on November 25<sup>th</sup>. The Board wishes him well in his new position.

The next meeting is scheduled for 3:00 p.m. on Tuesday, January 14<sup>th</sup> at the Wayland Town Hall.

The meeting was adjourned at 3:45 p.m.