

**Commonwealth Council on Aging
Nominating Committee**

Nominating Committee

**Tuesday, April 8, 2025
1:00 pm – 2:30 pm**

DRAFT MINUTES

Members Present: Jo-Ann Chase (Zoom), Tresserlyn Kelly (Zoom), Andrea Buck, Ellen Nau, Roland Winston, Carla Hesseltine, Ex-Officio

Members Absent: None

Staff Present: Sara Stowe, Charlotte Arbogast

Welcome and Introductions

Sara Stowe, Staff

Sara Stowe welcomed members.

Adopt Proposed Agenda

Proposed Action: Adopt Agenda

There were no changes to the agenda. The agenda was adopted as presented by consensus.

Approve Previous Meeting Minutes

Proposed Action: Approve Draft Minutes from February 24, 2023

The draft February 24, 2023 meeting minutes were approved with no changes by consensus.

Review Committee Chair Role

Sara Stowe

The Chair of the committee will present the slate at the next full council meeting on April 19. Staff indicated that members could serve on the Nominating Committee and be considered for the officer slate.

Select Nomination Committee Chair

Proposed Action: Elect Chair

Staff provided background on the expectations and responsibilities of the Nominating Committee Chair. Ellen nominated Jo-Ann Chase to be Chair of the Nominating Committee. Andrea Buck seconded the motion. Jo-Ann accepted the nomination. Hearing no other nominations, a vote was held. Jo-Ann Chase was elected unanimously.

Public Comment Period

Committee Chair Roland Winston

There were no public comments.

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Review Nomination Process and Officer Roles

Sara Stowe

Sara Stowe explained the process of the elections for officers. Staff provided explanations on who would be eligible to serve in an officer position. The new officers will begin their term at the conclusion of the July 15 meeting.

Discussion of Officer Nominations

All Members

Andrea Buck nominated Carla Hesseltine for Chair. Roland Winston nominated Cleopatra Kitt for Vice-Chair. Jo-Ann Chase nominated Ellen Nau for Vice-Chair. Tresserlyn Kelly nominated Roland Winston for Vice-Chair. Roland Winston declined the nomination. Sara Stowe confirmed Ellen Nau and Cleopatra Kitt's consent for nomination. Cleopatra Kitt was contacted for consented to nomination prior to the meeting and Ellen Nau consented to her nomination.

Carla Hesseltine's nomination was seconded by Jo-Ann Chase and unanimously voted for Chair. Sara Stowe called for a roll call vote for the position of Vice-Chair. Ellen Nau received three votes. Cleopatra Kitt received two votes. Carla Hesseltine and Ellen Nau were nominated as Chair and Vice Chair, respectively.

Staff reminded the committee that the slate will be presented one month prior to the July 15, 2025 Quarterly Meeting.

Meeting Adjournment

Committee Chair

Chair Jo-Ann Chase adjourned the meeting at 1:32 pm

Meeting handouts included:

1. Proposed Meeting Agenda for April 8, 2025
2. Draft Meeting Minutes for February 24, 2023
3. Nominating Committee Handout (explanation of the bylaws requirements and process)
4. CCOA Committee List (a revised version was provided a few days prior to the meeting)
5. CCOA Membership List (members were provided a copy with contact information)