

## Guidelines for CAN Small Groups

Creative Aging in Nyack encourages members to develop small CAN groups to create more opportunities for social engagement. Small groups consist of members of CAN who want to gather to talk about a particular interest or topic, or to engage in an activity.

The purpose of these guidelines is to ensure that small CAN groups do not become isolated satellites disconnected from CAN and its charter purposes as expressed in our mission statement:

Creative Aging in Nyack is a grassroots organization open to people 60 and older living in the 10960 zip code who want to lead vital, meaningful lives in our homes and community as we age. We share information and provide opportunities for social connections, volunteer services and support for our mutual benefit, so we may continue to learn, interact and contribute as we grow older.

1. Anyone wishing to start a small CAN group should bring their idea to the Small Group Coordinator (SMGC). The SMGC will help develop the proposal and will be the first point of support followed by the rest of the Membership Team.
2. The proposal for the Small Group should be approved by CAN's Board of Directors before it is fully developed. The Small Group Coordinator should send the proposal including the name of the group, its purpose, and the name of the group contact and facilitator (if known) to Ann Morgan ([CreativeAgingNyack@gmail.com](mailto:CreativeAgingNyack@gmail.com)) or to Mary Mathews ([marymathews42@gmail.com](mailto:marymathews42@gmail.com)) in order to be distributed to board members for review.
3. After Board approval and once the Small Group Coordinator feels the group is ready to begin, the SMGC will send the name of the group, its purpose, and the name of the small group contact to Ann Morgan's CAN email, [CreativeAgingNyack@gmail.com](mailto:CreativeAgingNyack@gmail.com), to be posted in the following issue of *The Notes* and to be announced at the next CAN meeting in order that interested members can be in touch with the contact.
4. Small groups are open to all members who want to join. If the nature of the group requires that the numbers be capped, the group's contact person will accept participation on a first come first serve basis.
5. Groups are encouraged to meet anytime throughout the week. A group can meet in person or on ZOOM. If a group wants to meet after a CAN meeting, the Board asks that small group meetings not begin until after the CAN meeting has ended. If the group wants to meet at a location such as the library or the YMCA, the CAN Chair and CEO makes those arrangements on behalf of Creative Aging in Nyack.
6. The contact people or facilitator of the Small Group should remain in touch with the Small Group Coordinator. Three days before a scheduled CAN meeting, each contact person should inform the SMGC of the group's activities, the (approximate) number of participants, the frequency of their meetings, the date of their next meeting and any other relevant information. The SMGC sends an abbreviated version of this information to Ann Morgan ([CreativeAgingNyack@gmail.com](mailto:CreativeAgingNyack@gmail.com)) to be included in *The Notes*.

Bd. Approved 5/17/2023