

MINUTES

February 25, 2019

Council on Aging Governance Committee

Senior Center

230 Webster St., Marshfield, Ma 02050

ATTENDANCE:

Marcy Amore, Carol Hamilton, Bill Scott and Barbara Van Houten.

CALL TO ORDER: The meeting was called to order at 1:05 pm.

APPROVAL OF MINUTES: Bill moves to approve the minutes of September 24, 2018

Barbara seconds the motion. Motion passes.

DISCUSSION:

Passenger Transportation Policy:

A slight change in the "Passenger Transportation Policy" needed to be made, as the staff is working on sending out the Volunteer Manuals. Under the section labeled "Funding and Donation Policy strike out part of the last sentence that reads "and will be included in the Volunteer Policy Manual".

Vote: Marcy moves to accept the changes in the Passenger Transportation Policy. Barbara seconds. Motion passes.

Gift Shop Policy

Under the second section under the heading gift shop management, #2 change it from Manager to the word Management with a colon and add "the Project Coordinator for Volunteers will oversee the operations of the Gift Shop. Under the Fiscal Management under #1 for Pricing add that items are marked by "volunteer pricers" in the first sentence. In the second section of the same section add "discuss it with the Project Coordinator for Volunteers or the COA Director". Under # 3 at the end of the sentence put in parenthesis (See Check and Cash Policy for further detail.)

Gift Shop Guidelines and Procedures for Volunteers Under proceeds in the first sentence after the words priced by, add that "volunteers and other staff as assigned by the Project Coordinator for Volunteers. " In the second sentence add after the words discuss it; 'with the Project Coordinator for Volunteers". Under staffing in the last sentence after the word and; "COA staff who work assigned hours, as scheduled by the Project Coordinator for Volunteers.

Vote: Marcy moves to accept the Gift Shop Policy and the Gift Shop Guidelines and Procedure changes. Barbara seconds. Motion passes.

Cell Phone and Electronic Device Policy

Under the Policy section on the first sentence replace the word interact with the word "use". In that same section on the last line replace the word interacting with the word "using".

Vote: Marcy makes a motion to make the cell phone policy changes as discussed. Barbara seconds. Motion passes.

Social Media Policy

The Council on Aging does not have a Social Media Policy and the Governance Committee felt it might make sense to add this to our list of existing policies. The town of Marshfield has a Social Media Policy.

The committee discussed tying our policy to the town's policy similar to the way crafted our research policy. The Social Media Policy would also follow the same format as the other COA Policies and would read:

Marshfield Council on Aging
Social Media Policy
Date Adopted / / /

PURPOSE:

To assist the COA staff in making responsible decisions in using "social media".

POLICY:

The COA staff will comply with the guidelines established by the Town of Marshfield for appropriate and responsible usage of all social media.

PROCEDURE The COA Staff will follow the guidelines consistent with the town's Social Media Policy, the Information Policy and the Discrimination and Harassment Policies. Staff are expected to be familiar with the rules, be respectful, honest and accurate and to post appropriate content.

There will be a reference to the; town's Social Media Policy at the end which will be attached.

Vote: Bill asks for a motion to establish a COA Social Media Policy as drafted. Marcy moves and Barbara seconds the motion. Motion passes.

Electronic Equipment Policy

The Committee discussed the purpose of the policy and felt that it did not need changes because it provided the adequate guidelines for patrons to operate electronic equipment at the Senior Center.

VOTES:

Vote: Marcy moves to accept the changes in the Passenger Transportation Policy. Barbara seconds. Motion passes

Vote: Marcy moves to accept the Gift Shop Policy and the Gift Shop Guidelines and Procedure changes. Barbara seconds. Motion passes.

Vote: Marcy makes a motion to make the cell phone policy changes as discussed. Barbara seconds. Motion passes.

Vote: Bill asks for a motion to establish a COA Social Media Policy as drafted. Marcy moves and Barbara seconds the motion. Motion passes.

NEXT MEETING: Bill suggested we tackle the Governance Policy, the Pet Policy and the Smoking Policy. The next meeting will be held on Monday, April 1, 2019 @ 1:00 pm.

ADJOURNMENT: The meeting was adjourned at 2:55 PM.

Respectfully Submitted,
Carol Hamilton, Director Council on Aging