

## **MINUTES**

August 8, 2019

Council on Aging Governance Committee

Senior Center

230 Webster St., Marshfield, Ma 02050

## **ATTENDANCE:**

Carol Hamilton, Fred Monaco, Bill Scott and Barbara Van Houten.

**CALL TO ORDER:** The meeting was called to order at 10:10 am.

**APPROVAL OF MINUTES:** Fred moves to approve the minutes of May 13, 2019. Barbara seconds the motion. Motion passes.

**DISCUSSION:** The policies below were reviewed and some changes were made in preparation for the COA Board at the monthly meeting on August 21, 2019. They will be distributed to the full Board for a 30 day review. The policies will be voted on at the September meeting.

- 1) Volunteer Policy: Put a space under the definition of a volunteer section and after the fourth line. Under the section entitled "Volunteer Rights" and under # 5 add the word scheduled after the word assigned. Under the section entitled Volunteer Responsibilities in #2 add the words "assigned schedule". Bill makes a motion to recommend these changes to the full Board. Fred Seconds. Motion passes
- 2) Emergency Reception Center Policy: Capitalize the three words emergency, reception and center. Under the policy section take out the full wording, emergency reception center and put (ERC). Do the same under the procedure section. The committee discussed the emergency reception center agreement and agreed that Arthur Shaw the new Emergency Management Director should review the document and get back to us. Carol will send this along to Art Shaw. Perhaps Arthur can meet with the Governance Committee. Additional concerns are having the Senior Center properly manned with a representative from the Police and a trained Shelter Manager when an emergency arose and the center was designated as a reception center or a shelter. The other question was whether or not service animals would be allowed.
- 3) Gift Account: It was agreed that we should add the sentence: A separate account can be set up for the purpose of receiving donations for a specific capital project that may arise, i.e. for furnishings, fixtures and equipment for the expansion of the Senior Center. Bill makes a motion to accept these revisions to the Gift Account Policy and recommend to the full Board. Fred seconds it. Motion approved unanimously.

**VOTES:** 1) Bill makes a motion to recommend these changes to the full Board. Fred Seconds. Motion passes.

2) Bill makes a motion to accept these revisions to the Gift Account Policy and recommend to the full Board. Fred seconds it. Motion approved unanimously.

**NEXT MEETING:** No meeting time was set.

**ADJOURNMENT:** The meeting was adjourned at 11:45 PM.

Respectfully Submitted,

Carol Hamilton, Director Council on Aging