

## **MINUTES**

October 12, 2016 Council on Aging Governance Committee  
Senior Center  
230 Webster St., Marshfield, Ma 02050

### **ATTENDANCE:**

Joan Butler, Sheila Gagnon, Carol Hamilton, Bill Scott and Barbara Van Houten.

**CALL TO ORDER:** The meeting was called to order at 2:32 pm.

**APPROVAL OF MINUTES:** The minutes of October 5, 2016 were not ready to be approved.

### **DISCUSSION:**

Gift Shop Management:

The committee discussed the gift shop policy which was due for review. Under the gift shop management section add in, at the end of # 2 "in conjunction with the Project Coordinator for Volunteers." In # 3 take out the words "after consultation with the Project Coordinator for Volunteers and add: "The Project Coordinator will create a monthly schedule for the volunteers including making changes or adjustments as needed". Under the fiscal management section in #1 take out the words COA staff and add the words; "and Director". Under the maintenance section take out the 2 sentences and instead change it to "Maintenance will be provided by the COA staff".

Emergency Reception Center

Joan had made some suggested changes to the document for review. But if this was to be changed we would need to have it reviewed by the Emergency Management Director. It is also an MOU and perhaps that actual document should not be altered. Bill proposed that we go back to the original format and add a separate policy to read: "This establishes the procedure for the use of the Senior Center as an "Emergency Reception Center". This would be our policy and the agreement would be an attachment of the policy.

**VOTE:** Sheila entertains a motion to adopt these policy changes in preparation to present to the COA Board for a 30 day review. This includes the recent work done on the Gift Shop Policy, the Volunteer Policy, the Passenger Transportation Policy, The Emergency Reception Center Policy, and the Volunteer Driver Policy. Bill makes the motion. Barbara seconds the motion. Motion passes.

**NEXT MEETING:** The next meeting was scheduled for November 3, 2016.

**ADJOURNMENT:** The meeting was adjourned at 3:55 PM.

Respectfully Submitted,

Carol Hamilton, Director Council on Aging

