

## **MINUTES**

Council on Aging Governance Committee

August 12, 2015

Senior Center 230 Webster St., Marshfield, Ma 02050

**ATTENDANCE:** Marcy Amore, Joan Butler, Nancy Goodwin Carol Hamilton and Bill Scott.

**CALL TO ORDER:** The meeting was called to order at 1:42 pm.

**APPROVAL OF MINUTES:** Joan makes a motion to approve the minutes of July 14, 2015. Nancy seconds the motion. Bill abstains and motion passes 3-0.

**DISCUSSION:** The Committee reviewed the table of contents again to make a determination about the groupings of policies and titles based on the edits from the last meeting. We will take out the reference to the vision statement. We will take out the words in parenthesis in # 4. We will take out the COA in #1 and eliminate the parenthesis. We will combine the building rules and the building policy. The attachment will be the "Building Usage Application" for this policy. We will combine #15 and #16 regarding the gift shop and craft policy and procedures. We will move the gift/donation policy closer to the check and cash handling policy. We do not give receipts for day to day activities unless requested for special programs such as Lifelong Learning. Marcy had redrafted the check and cash handling policy with edits and questions in red. In # 1 and at the end of the first bullet add; @ office manager's office. In the second bullet take out the red words; (of the bearer, or any name and address). In #3 take out (Is this true and or spreadsheet in red). The proper term for deposit sheets are: Schedule of Departmental Payments to the Treasurer but they are also referred to as Turnovers. We will not be listing the accounts in this policy but Carol provided a sample Turnover form for the committee to see. In # 3 it was explained that the deposit is delivered in person to the Treasurer's office. Under #3 which should be #4 change to "two forms" instead of 3 forms. On the second page, change #3 to# 4. Marcy agreed to redraft the cash handling policy with the edits from today's meeting.

The committee then reviewed the "Cell Phone and Electronic Device" policy. There were then changes made to this policy. In the title make the word "cellphone" two words. Under the purpose add the phrase "or personal vehicles on town buses". In the last sentence instead of the word employees put "persons may be subject to" and at the end put "or termination" Add that "bus drivers are allowed to use the radio". Bill will amend the Cell Phone and Electronic Device Policy in preparation for the next meeting,

**NEXT MEETING:** The next meeting will be held on Thursday, September 10, 2015 at 11:30 am.

**ADJOURNMENT:** The meeting was adjourned at 3:50 PM.

Respectfully Submitted,

Carol Hamilton, Director Council on Aging

