

MINUTES

Council on Aging Governance Committee

June 16, 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 1:30 pm.

APPROVAL OF MINUTES: Bill makes a motion to approve the minutes of May 16, 2015. Marcy seconds, motion passes.

DISCUSSION: What ever happened to our list of Board Member Qualifications? We discussed this but never incorporated it into any policy. Carol will see if there is an old list of qualifications. We reviewed the list of policies and dates as a new list was supplied to the committee for their approval. Some policies are developed by the town and the Governance committee periodically will draft a cover sheet and present it to the COA Board for approval. Do we need to put emergency signs in the ladies room so that people will know where to exit? Carol will look into this.

The town has a "draft" cash handling policy which was brought to this committee meeting. The group went line by line to amend and adapt it to the COA. It is called the departmental receipt and turnover policy. A purpose is listed which is consistent with our format. Under purpose, change the wording from departments to COA. Under the general guidelines omit the section on receipts, include the section on deposit slips and take out the last two sentences under "all cash and checks". Under the forth bullet point change the word daily to the word "weekly". Under the fifth bullet take out the entire section on turnover funds. Take out the next section which is the sixth bullet and then combine bullets # 7 and # 8. Add the phrase "no petty cash". Under the next main section titled receiving payments omit this section. On the last section on page 1 change the words "town of Marshfield" to Council on Aging. Continuing in that section on page 2 and # 2, delete the second sentence and the forth sentence. In # 3 the second sentence take out the word recommend and put in the word "allow". Also in # 3 take out the last sentence. Under the next main section on page 2 entitled department reporting take out # 3 letter g and # 4. In # 5 take out the last sentence. Change the next section to be titled "Verification" and drop "and audit process". In this section take out the last sentence in # 2 and delete # 3 entirely. Marcy will redraft this policy for the next meeting.

It was decided that we will review the building usage policy which may have to be reformatted with the attachment of the building application.

NEXT MEETING: The next meeting will be held on Tuesday, July 14, 2015 at 1:30 pm.

ADJOURNMENT: The meeting was adjourned at 2:45 PM.

Respectfully Submitted,

Carol Hamilton, Director Council on Aging

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