

MINUTES

COA Governance Committee

January 6, 2015

Senior Center 230 Webster St., Marshfield, Ma 02050

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

CALL TO ORDER: The meeting was called to order at 1:37 pm.

APPROVAL OF MINUTES: Bill makes a motion to approve the minutes of December 10, 2014 and Marcy seconds the motion. Joan abstains. Motion passes.

DISCUSSION:

Vision Statement; Three samples of vision statements were passed out. The committee has trouble with the wording in that it was not reflecting reality but a vision for the future. The group did not want any misunderstanding. A suggestion was made to put the word "Future" before the title vision statement. There were ideas in both the vision statements that the group liked. The work embedded may be too strong or too negative.

1st Vision Statement:

The Marshfield Council on Aging (COA) is a vibrant and evolving human service organization that is embedded in the community. The COA is well recognized and utilized for its many activities and services that meet national standards of excellence. Through these programs the COA strives to assist older adults in achieving robust health, maintaining independence, remaining physically and mentally active and making positive contributions to society. The COA is based out of a Senior Center that is accessible, modern and sufficiently equipped. It is well funded, staffed and maintained and can adequately house the diverse programmatic needs of a growing population. The COA has the full support and co-operation of the local/state government, businesses, organizations, The COA Boosters, and individuals.

2nd Vision Statement:

The Marshfield Council on Aging is an exemplary human service organization that meets the health, safety, transportation, educational and social service needs of our senior community. The senior center is welcoming, well-maintained, accessible, well-staffed, and offers programming that meets national standards of excellence. The COA has the support of local/state government, businesses, organizations, individuals and the Boosters.

Other ideas:

- Adequately sized
- Empower seniors
- Inspire and uplift

3rd Vision Statement:

The COA is an exemplary human service organization offering health, safety, transportation, education and social services to empower our senior community. The facilities are welcoming, well maintained, accessible, well-staffed, and offer programming that meets standards of excellence. It has the support of local/state government, businesses, organizations, individuals and the Boosters.

It was decided that Marcy and Carol would get together to combine the ideas in the vision statements and draft something for the next Governance meeting.

FIRE AND SAFETY POLICY: The committee reviewed the latest draft of the Fire, Safety & Evacuation Policy. Under the section labeled evacuation put the word “outside before the word door”. Add another bullet to read, “Evacuation Diagrams are located in every room and adjacent to each door”. In # 4 take out the word strange and replace it with the word “suspicious”. Change the #1 to a #5 prior to the heading “Critique. We will get all of the related attachments ready for the book such as the evacuation diagram, list of team assignments, and the emergency critique form.

TABLE OF CONTENTS: The Committee looked at the table of contents which should be at the beginning. It will simply list the various policies. It should be retitled Governance Manual. Take out the COA prior to each policy. Each policy should have the word policy after it. Some of the policies can be combined. In # 1 change the title to General Governance, spell out M.O.U. combine the building policies rules, usage and application, combine gift shop craft shop and gift shop guidelines and procedures, combine volunteer driver policy with the volunteer driver agreement and take out the word medical before the word driver. Could the cell phone policy be combined with the driver agreement? We will leave it as a stand-alone for the time being. There are new policies that still need to be added to the list. COA Board Member Application Procedure, Information and Referral, Library Policy, Evaluation Policy, Cash Handling Policy, eliminate the evacuation policy as it comes under Fire and Safety and Evacuation Policy. Carol will work on this list.

INDEX:

There will also be an internal document labeled index which lists the policies, the adoption date, and the revised date. The Committee discussed what each date represented and where it should be put. Nancy wrote up an explanation and Joan Butler will type it up. It reads as follows:

ADOPTED DATE - The original date voted on and approved by the COA Board as reflected in the COA Board minutes. This will be placed on the policy under the title.

REVISED DATE - The latest revision date voted on and approved by the COA Board as reflected in the COA Board minutes. This will be placed on the policy under the original date.

New or revised policies approved by the Governance Committee must be presented to the COA Board for a 30 day review period and voted on at the next COA Board meeting.

All policies and procedures will be reviewed annually by the Governance Committee. Appropriate action will be taken by the Committee.

NEXT MEETING: The next meeting will be held on February 9, 2015 @ 1:30 pm.

ADJOURNMENT: Marcy moves and Bill seconds to adjourn the meeting at 3:02 PM

Respectfully Submitted,

Carol Hamilton, Director
Council on Aging