

MINUTES

Council on Aging Governance Committee

February 16, 2016

Senior Center

230 Webster St., Marshfield, Ma 02050

ATTENDANCE: Carol Hamilton, Bill Scott, and Barbara Van Houten.

CALL TO ORDER: The meeting was called to order at 1:05 pm.

APPROVAL OF MINUTES: The January minutes were not approved as there was not enough members present for a quorum.

DISCUSSION: The group discussed the 3 options regarding Board member qualifications. Barbara and Bill thought that option 3 best reflected what we would like to capture for qualifications. There was concern over setting up qualifications in addition to the Board of Selectmen's application and their role as the appointing authority. We should perhaps add a preamble that says: the COA recognizes that the Board of Selectmen have the ultimate authority to appoint candidates to the COA Board but asks the COA for their recommendation. Bill will add this to the document.

The governance committee started at #X to review the main Governance Policy. In Article X, # 1 and #2 add the word Board, before the word Chairperson. Also use the word "chairperson" throughout instead of chair. Put a period at the end of #2. There's an extra space between 4 and 5. In # 7 and in letter a take out the word "make" and change it to "prepare". Under this section of letter a, change the word "it" to the "the committee". In letter b. shorten the description of the evaluation committee. Bill suggests that we take out the last section that starts with; "this process should". We need to add a description for the events committee and the project development committee. Carol will ask Sheila to write it up, since she initiated these committees. Under letter d add that the grounds committee will work with community groups, volunteers and outside vendors to discuss and arrange for work. Under the letter e change "annually" to "every 3 years". Under the Strategic Planning Committee add a sentence saying that the committee will review the Strategic Plan quarterly and revise as indicated upon the review. Under the duties for accreditation add re-accreditation every 5 years. Under the grounds committee section I Carol will ask Tom for an updated description of the Marketing and Outreach Committee. Change #7 additional sub committees to #8.

Under Article XI in the sixth line down change the policies and procedures committee to the governance committee. Add language about the governance committee and how it amends, make additions or replaces language in policies and then makes that recommendation to the full board for approval. Take out the emergency vote section and put it all under Article 7. Change the wording and take out persons and replace it with participants. An emergency vote should be in place to respond to an unanticipated emergency. In that same section take out the reference to the policies and procedures committee and replace it with the governance Committee.

NEXT MEETING: The next meeting will be held on Tuesday, March 15, 2016 @ 1:00 pm.

ADJOURNMENT: The meeting was adjourned at 2:42 PM.

Respectfully Submitted, Carol Hamilton, Director Council on Aging

