

MINUTES

Council on Aging Governance Committee

November 17, 2015

Senior Center 230 Webster St., Marshfield, Ma 02050

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

CALL TO ORDER: The meeting was called to order at 1:06 pm.

APPROVAL OF MINUTES: Bill makes a motion to approve the minutes of October 19, 2015. Nancy seconds the motion. Motion passes.

DISCUSSION:

Building Usage

The Building Usage Policy was reviewed after many edits from the last meeting. The newest edits were in red such as the draft date of 11/17/15. In # 2 add "Senior Center Building Usage Policy in the second sentence of #2. The word "temporary" was added in #5 of the first sentence preceding the word "a". In the rules and regulation section, in # 2, second sentence add "used by" after the word "be". In # 4 the last sentence was simplified with adopted date only. In # 6 the fourth line down in parenthesis reference was made to the Fire, Safety and Evacuation Policy, which will be attached to the Building Usage Policy. In # 11 the pet policy will be available upon request instead of being attached. Some small adjustments were made to the application and it was felt that we did not have to add any more equipment items to the list. Bill moves we present the Senior Center Building Usage Policy and Application to the Board at their next meeting for a 30 day review. Barbara seconds. Motion passes unanimously.

Cell Phone Policy

Bill revamped the Cell Phone and Electronic Device Policy and presented it to the Governance Committee after suggestions from the Board. Bill moved that we present the "Cell Phone and Electronic Device Policy" to the Board at their next meeting for a 30 day review. Barbara seconds. Motion passes.

The Evaluation Committee did not meet as originally planned and has not prepared any documents for the governance committee. They will meet again in December and may have something to present.

It was suggested that we put our vision statement in the January issue of the newsletter. Our new vision statement has also been included in our annual report.

Main Policy

One topic that came up was the qualifications or qualities needed to become a board member. The Board and Governance committees had discussed this previously but did not incorporate this into a COA policy. The accreditation process makes mention of qualifications so the governance committee and board will have to take another look at "desired qualifications". The group then started their review of the main governance policy. Carol had consulted with the Marcy, the chair of the accreditation committee who had reviewed the main policy for omissions. These omissions and comments were added in red. They were then gone over with the Chair of the Governance Committee with more edits added for this meeting. The vision statement should be added to article III. In article V add qualifications for Board members after Board membership which would become #2. It was suggested that in article VI #3 that the description of the Nominating Committee should be moved to # VIII. In # 5 of the same section the public meeting notice

procedure was rewritten to explain the process. In article VII we need to explain what constitutes a quorum. Do we want members that are physically present? The Committee expressed many ideas but no decision was made. We can check with the town clerk's office to see if they can give us guidance. In this same section add #6 on "procedures for recording and submitting minutes. In # VIII the title should be labeled as "term of office". The Committee decided to title # VIII Executive Officers and Terms. Then create a new # 2 in this same section on the nominating committee from article VI. In article VIII, in letter d. add that the chairs of committees will be selected by the Chairman of the COA. The Chairman will also assign all liaisons to the Board such as to the Boosters, OCES, OCPC and OCES which will be in conjunction with the Board of Selectman. It was also suggested that we add a sentence or two about the procedure for adding an "at large" member to our committees.

The Governance Committee suggested page numbering for the main policy. They decided to stop at article VIII and will review the remainder of the policy at the next meeting.

NEXT MEETING: The next meeting will be held on Monday, December 14, 2015 @ 10:30 am.

ADJOURNMENT: The meeting was adjourned at 2:50 PM. Bill moves, Barbara seconds, motion passes.

Respectfully Submitted,

Carol Hamilton, Director Council on Aging