

MINUTES

Council on Aging Governance Committee

September 10, 2015

Senior Center 230 Webster St., Marshfield, Ma 02050

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

CALL TO ORDER: The meeting was called to order at 11:36 am.

APPROVAL OF MINUTES: Bill makes a motion to approve the minutes of August 12, 2015. Joan seconds the motion. Barbara abstains and motion passes 3-0.

DISCUSSION: The Group looked at the latest table of contents for the Policies Manual. The group reviewed the revised table of contents corrected at the September meeting. It was mentioned that the list would be easier to read if it were double spaced. Barbara volunteered to put the list into an excel spread sheet, once the list was complete and finalized. The library policy was moved up near the building policies as we are grouping the policies accordingly. The Committee decided it was ready to present to the full Board. Bill moves to present the table of contents for the Policy Manual to the Board. Joan seconds and the motion passes.

The committee looked at the revised cash handling policy. The draft date should be removed and in # 1 first bullet, located in the "office manager's office" was added. Also under cash handling the wording added was "receipts can be given on request for special programs or circumstances". In # 3 insert the "town of Marshfield" before the word Treasurer's. The turnover form is synonymous with the schedule of departmental receipts to the treasurer's form and has been added. Put a period after the word cash in the last bullet in # 3. Change the second #3 to a new #4." Add the mail box in the mail room" to # 3. Carol will make the recommended changes and make copies to distribute to the COA Board. Bill moves to give today's revised Cash Handling Policy to the Board and Joan seconds. Motion passes.

The group reviewed the draft of the cell phone policy that Bill worked on. Take Draft off of the final copy. It had a purpose which was: To promote safer operation of vehicle while conducting COA Business. Should we put the word "official" before the word business? It was decided that it was not necessary to insert this. The Committee talked about the town policy but decided to let the COA policy stand as our policy. Should we bold the word "not"? We decided not to bold it and felt that the draft could go before the full board as is. Joan moves and Barbara seconds the motion to bring the Cell Phone Policy to the COA Board for review. Motion passes.

The committee looked at the Building Policy and Rules and Regulations briefly. We had talked about combining the two documents and stream lining it. This Building Usage Policy does not have a purpose. Nancy had drafted something for the purpose but this entire revision will take some time. The Committee decided they will review it next time. Nancy and Carol will collaborate on the two documents and draft something for the next meeting.

NEXT MEETING: The next meeting will be held on Monday, October 19, 2015 at 11:30 am.

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

Respectfully Submitted,

Carol Hamilton, Director Council on Aging