

## **MINUTES**

Council on Aging Governance Committee

May 19, 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 April 14, 2015. Marcy seconds, motion passes.

**DISCUSSION:** The committee went over the table of contents with the list of adopted and revised dates. They discussed whether or not to have dates separate or with the table of contents. The review date would be for internal use only. If we kept it separate we would not have to keep updating the table of contents, especially if these policies were at different sites around town. The Governance Committee would keep track of the dates so that the policies were reviewed in a timely way. It was noted that some of the policies still needed to be combine. Take the Long Range Plan off of the policies list.

Nancy wrote up an explanation of the terminology we will use to adopt, revise and review each policy.

Adopted Date: Means the date the COA Board voted and approved a new policy as recorded in the COA Board minutes.

Revised Date: Means the date the COA Board voted and approved a change in a policy as recorded in the COA Board meeting minutes.

Reviewed Date: Means the date that the Governance Committee reviews a policy. All policies and procedures will be reviewed *every three years by the Governance Committee with appropriate action if needed*. The column for this would be labeled "Tri Annual Review" The Governance Committee will keep track of the review dates.

New Policies: New policies 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.

Bill moves that we recommend adoption of the latest draft of the Information and Referral policy to the COA Board for a 30-day review. Joan seconds. Motion passes.

Bill moves that we recommend adoption of the latest draft of the Sexual Harassment Cover Sheet to the COA Board for a 30-day review. Joan seconds. Motion passes.

The Committee made some minor format changes to the memorial policy. It was suggested to add bullets, add a period, take out review date, add the word events before items, take out the phrase must be complied with, take out the word applied for and take out the word direct before the title monetary

donations) Bill moves that we recommend adoption of Memorial Policy with these amendments to the COA Board for a 30-day review. Nancy seconds and motion passes.

It was decided that the Information and Referral, the Sexual Harassment, and the Memorial Policy will be presented to the Board tomorrow for a 30 day review.

We will revisit the table of contents and dates for the policies at the next meeting. We will also review building rules and regulations, ask about a cash handling policy from the town and eventually look at the main Governance document for revisions and consistencies with the other policies.

**NEXT MEETING:** The next meeting will be held on Tuesday, June 16, 2015 at 1:30 pm.

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

Respectfully Submitted,

Carol Hamilton, Director  
Council on Aging