

## **MINUTES**

Council on Aging Governance Committee

February 13, 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 2:06 pm.

**APPROVAL OF MINUTES:** Marcy makes a motion to approve the minutes of January 6, 2015 and Joan seconds the motion. Motion passes.

**DISCUSSION:** The group reviewed the revised vision statement. Someone asked about the “vision for the future” phrase that was used in the title. It was explained that we agree on this the last time. We want people to know that this is a vision of hope and not the current status. Another member questioned whether or not transportation should be mentioned in the vision statement. It was felt that it should it is a major piece of what we do even though it is different from some of our other programs. If the vision statement is approved it will go to the Board next week. Bill moves to accept the vision statement. Marcy seconds. Motion passes.

The information and referral policy is still being worked on. Nancy drafted a stand-alone bulletin board policy. Marcy and Carol had already incorporated a draft bulleting policy into the information and referral policy. We will review Nancy’s and incorporate new ideas or thoughts.

Marcy drafted a research policy. This ties into the Elder Affairs Policy that we use, entitled Elder Rights Review Committee Guidelines. The policy simply states that we will follow the elder affairs guidelines. There is a Confidentiality component that is addressed in the elder affairs guidelines. This policy could also go to the Board if the Governance Committee approves it today. Below is the research policy draft.

**Purpose:** The Council on Aging, when feasible, participates in research that is consistent with its planning and program priorities.

**Policy:** The privacy of research participants is respected at all times. The informed consent of all participants in research, experimentation, or surveys is required and personal data under existing privacy laws will be safeguarded.

**Procedure:** The COA complies with the research guidelines established by the Elder Rights Review Committee of Massachusetts Executive Office of Elder Affairs.

Joan moves to accept the research policy drafted by Marcy. Bill seconds. Motion passes.

In the next meeting we will cover the Information and Referral Policy, Building Usage, Rules and Regulations and table of contents.

**NEXT MEETING:** The next meeting will be held on March 11, 2015 @ 2:30 pm.

**ADJOURNMENT:** Joan moves and Bill seconds to adjourn the meeting at 3:15 PM

Respectfully Submitted,

Carol Hamilton, Director  
Council on Aging