

## **MINUTES**

Council on Aging Governance Committee

July 14, 2015

Senior Center 230 Webster St., Marshfield, Ma 02050

**ATTENDANCE:** Marcy Amore, Joan Butler, Nancy Goodwin and Carol Hamilton

**CALL TO ORDER:** The meeting was called to order at 1:35 pm.

**APPROVAL OF MINUTES:** Marcy makes a motion to approve the minutes of May 16, 2015. Joan seconds the motion and motion passes.

**DISCUSSION:** The Committee reviewed the table of contents and discussed the various groupings of policies as to what made sense. Some of the policies should be in close proximity to each other or be incorporated into another policy. The Governance Policy should include the summary of code of ethics/conflict of interest as an attachment and the vision statement should also be included just as we included the Mission Statement previously. Should the pet policy and smoking policy follow the building rules and regulations on the list or be incorporated into the policy or in both places? Should the inclement weather policy be a stand- alone policy? Perhaps the confidentiality policy, harassment policy, whistleblower policy, and Standards of Independence and Behavior should be grouped together. Gift Account Policy – Marcy will change the title and will reformat it. There was a discussion about using the word Donation / Gift as a method of identifying the account in a more

For the next meeting the committee needs to review the building rules and regulations and make a decision about the memorial policy regarding placement within the building policy or as a stand- alone policy or both. The committee will also review the newest edits for the cash handling and look at the cell phone reformatting,

The town is also working on a social media policy. We will wait until there is more information on this before we incorporate it into our list.

**NEXT MEETING:** The next meeting will be held on Wednesday, August 12, 2015 at 1:30 pm.

**ADJOURNMENT:** The meeting was adjourned at 3:00 PM.

Respectfully Submitted,

Carol Hamilton, Director Council on Aging