

## **MINUTES**

Council on Aging Governance Committee

December 14, 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 10:30 am.

**APPROVAL OF MINUTES:** Bill makes a motion to approve the minutes of November 17, 2015. Nancy seconds the motion. Motion passes.

**DISCUSSION:** There has been no further feedback to the Governance Committee from the COA Board regarding the distribution of the Senior Center Building Usage Policy or the Cell Phone Policy since their last meeting. Therefore, no further changes or edits were made. These two policies will be brought up for a vote to the full Board as is.

**Feedback Loop:** Bill presented the new feedback loop diagram. He made some tweaks since the last meeting. Bill also is working on the suggestion box and may need some assistance with answers. The suggestion box has been an effective process in collecting feedback. Bill moves and Barbara seconds to present the Feedback Loop Diagram to the full COA Board. Motion passes. Bill will make copies for the COA Board to distribute

**Main Policy –** Carol distributed information from the state on Remote Participation in public meetings. The town, as a result of this law has also developed their own bylaw. Could we state in our main Governance policy that we follow the town's remote policy? This has to do with asking "what constitutes a quorum". Marcy had suggested that we reserve remote participation for emergency or unscheduled meetings. But Nancy pointed out that we have a provision for emergency meetings with our executive Board.

We then went back to Article V where Bill had developed a list of Board member qualifications based on information that we had worked on previously. The revised hand out had 3 options listing experience and qualifications in different ways. The group had some suggestions such as; listing marketing separately, and leaving in "Professional" as a category. Add an "L" in the word health under option A. Capitalize the word resources and in option B add the word "volunteer". The committee liked the choices that were made available and had various preferences as to their option of choice. Bill will make a few changes and distribute this at the meeting for Board feedback. Marcy had suggested in Article VIII to add a title before # 4, that reads "Duties of Officers and Members" Several suggestions were made for this and the committee felt that perhaps elections should go under #6, as it did not seem to fit here. A previous suggestion to put the nominating Committee information in this section as # 2 is also being considered. Should #1 on executive officers be next to the roles of the executive officers, thereby eliminating the need for the title "duties of officers and members"? In # 4 spell out the words Board of Selectmen. In Article IX because of the confusion with words "code of ethics" and "conflict of interest" the committee wants to retitle the part B section. Should it read "behavior", "ethical behavior", "responsibilities", "behavioral obligations", "roles and responsibilities", or something else? Perhaps we can come up with suggestions for next month's meeting. In # 4 in the same article should we make mention of the Liaison position on the Boosters. We will review section 9 and redo section 10 and continue on through the policy for the next meeting.

**NEXT MEETING:** The next meeting will be held on Tuesday, January 19, 2015 @ 1:00 pm.

**ADJOURNMENT:** The meeting was adjourned at 12:12 PM. Nancy moves, Bill seconds, motion passes.

Respectfully Submitted,

Carol Hamilton, Director Council on Aging