

MINUTES

Council on Aging Governance Committee

October 19, 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 1:30 pm.

APPROVAL OF MINUTES: Bill makes a motion to approve the minutes of September 10, 2015. Joan seconds the motion. Correction change the minutes at the end to say next meeting at 1:30 pm instead of 11:30 am. Motion passes.

DISCUSSION: The Committee reviewed the draft prepared by Nancy and Carol of the Building Usage Policy including the rules and regulations. The draft had red print for new wording added and bold print for things that were to be taken out. A purpose for the policy was added: **PURPOSE:** The purpose of the Senior Center Usage Policy is to provide guidelines consistent with the Mission and Goals of the Council on Aging. This information will inform and assist staff, patrons, individuals, and groups to maximize usage and maintain the integrity and safety of the Senior Center facility while meeting the needs of senior citizens. In # 2 put a period after the word granted in the first sentence. Start the next sentence with the word "the" before the word "rules". Use lower case for the word "application" and upper case for the word "form". After the word form add the phrase "shall be given to the applicant". We added the phrase at the end of # 2 to read; the security deposit will be returned once it is determined that there was no damage. Should we add the word temporary in # 5 to describe the type of Emergency Reception Center? In #6 we added the words "and" or after the word emergencies. We took out bolded #8 regarding political activities, as it is listed under the rules and regulations. Under the rules and regulations in #2 take out the word "rented" and replace it with the words "used by". Take out the words "out to" in the same sentence. In # 4 the rules mention the smoking policy; we talked about how to simplify this. In the 2nd sentence add the words inside the building or within 25 feet after the word "smoke". In # 4 take out the wording in the last sentence that talks about the amended Article 72 section IV. In # 6 put in the word "or" between organization and group and take out the reference to individuals. We added a reference to the fire safety and evacuation policy. In # 7 take out the word "individuals". In # 8 take out the word "a" before the word floor. Take out the # 9, and #10 becomes #9. Take out the word "to" in the last sentence of #9. In #11 add the words "from being" after the word animals. In the third line of #11 take out the word "by". In the same section on the fourth line down take out the words "should not" and add the word "cannot". In # 12, the second sentence, take out the word "the". We also added a reference to the inclement weather policy at the end. We added political activities in # 14 in red from the policy section in # 8. Replace the word "ballot" with the word "petitions". Add the word petitions in # 14. On the third line down replace the word "inside" with the word "at". On the fourth line down replace the word "am" with "an". On the sixth line down put the word "it" after the word submit.

The Committee looked at the revised application and suggested we add a line for intended use. We also added items to the section of the equipment requested such as projector, screens, piano, coffee maker, microwave, dishwasher and stove. We added a section at the end for office use only and security deposit returned yes or no and date when returned. We also made reference to the "Fire and Safety and Evacuation Policy" being attached.

Discussion on the Evaluation Committee: Bill talked to the group about the work being done with this committee and explained that the evaluation plan was a way of making sure that feedback from the programs and services offered a way of getting back to the Board, Staff and Evaluation Committee. This is important to insure that our services are as effective as possible and consistent with the COA mission. One way to monitor the effectiveness would be to measure the outcomes. There is a written description and a feedback loop diagram that have been a work in progress for the evaluation committee. The Evaluation Committee plan to bring materials to the COA Board once finalized. The Evaluation Committee is also working on evaluations for volunteers. Bill will bring an updated draft of these materials to the next governance meeting for members to see.

The Committee felt that they would like to look at the building usage policy and application one more time before putting it before the Board, as there were many changes. Nancy wants to tackle the main Governance Policy at the next meeting which should be put on the Agenda.

NEXT MEETING: The next meeting will be held on Monday, November 17, 2015 @ 1:00 pm.

ADJOURNMENT: The meeting was adjourned at 3:20 PM. Bill moves, Barbara seconds, motion passes.

Respectfully Submitted,

Carol Hamilton, Director Council on Aging