

## **MINUTES**

Council on Aging Governance Committee

March 11, 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 2:40 pm.

**APPROVAL OF MINUTES:** Joan makes a motion to approve the minutes of February 13, 2015 and Marcy seconds the motion. Motion passes.

**DISCUSSION:** Marcy passed out the final formatted version of the Fire Safety and Evacuation Policy with the Adoption Date of 2/18/15 with the map, team assignments and critique forms. We reviewed the Senior Center Building Rules and Regulations. In #2 we need to add the word "used" after the word "be". This will exclude all private parties from using or renting the Senior Center.

In the main document #6 we need to put that any votes to adopt must go into the minutes and we should spell this out in the main governance policy. Also, policies only have to be reviewed every three years so we can change this from 1 year to 3 years in the main document.

Marcy drafted a cover policy that relates to the town's sexual harassment policy. This will be the cover page to the town policy and must go before the COA Board for approval. The same with the research policy through the department of elder affairs that says we follow their guidelines for research. Do we do the same for the cell phone policy of the town?

We looked for the driver addendum but could not locate this. This should be attached to the volunteer policy.

The draft of the information and referral policy was passed out again but more work needs to be done to streamline this. Could we categorize information as ingoing and outgoing for the purpose of this policy? We need to change "Are You Okay" to "Safety Assurance" its new name.

We discussed a memorial policy and it was decided that everyone will go back and write up a draft of a memorial policy.

**NEXT MEETING:** The next meeting will be held on Tuesday, April 14, 2015 @ 1:30 pm.

**ADJOURNMENT:** The meeting was adjourned at 3:30 PM

Respectfully Submitted,

Carol Hamilton, Director  
Council on Aging