

Acton Volunteer Coordinating Committee Minutes for 1/10/2011

Present: Bonnie Geithner, Jean Schoch, Nancy Gerhardt, Efi Papadopoulos and Charlie Aaronson

Absent: Jean Lane

The meeting was called to order at 7:06 PM on 1/10/2011.

Review Minutes

The minutes of 12/13/2010 were reviewed. A motion was made and seconded to accept the minutes. Passed unanimously.

Chairperson's Remarks, Announcements and Discussion

Charges for many of the Town's committees are on paper but some may not be. They need to be updated, organized and filed in some "official" storage place. This action should be part of our long range plan. We need to consult with BOS, legal, etc. There was only discussion; no assignment or action plan followed.

Review VCC Charge

Bonnie did not have the Charge with her. She will send copies to the committee for our consideration at our next meeting.

Review and discuss our interviewing process and define goals

We had a discussion about the interview questions that had been submitted for consideration at our last meeting. The discussion focused on whether they needed to be general or specific. One suggestion was that instead of specific questions, we use a set of topics about which we ask questions tailored to each applicant. Bonnie volunteered to prepare a set of topics for our consideration at our next meeting. We agreed that as we ask questions of the applicants, we will take turns going around the table.

Recruitment suggestions, process and responsibilities

The function of the VCC with respect to recruitment of volunteers could be:

1. No responsibility
2. Shared responsibility (with committees, BOS, etc.)
3. Sole responsibility

This agenda item was deferred to another meeting for discussion.

Recommending, approving or forwarding the names of applicants and if so on what basis

This agenda item was deferred to another meeting for discussion.

Tracking undecided applicants

This agenda item was deferred to another meeting for discussion.

The next meeting of the VCC is scheduled for 1/24/2011 at 7:00 PM.

The meeting was adjourned at 8:30 PM.

Submitted by Charlie Aaronson