

COA Special Board Meeting
Dec, 2, 2009

Present: Brian, Lorna, Betty, Carol, Al Hart, Irene, Guests: Claude, Esther, John.
Secretary's Report:

Old Business: none

New Business:

Discussion: Claude presented suggestions for VMS security of building and use of keys. For more of Claude's suggestions see attached sheet.

Policy: For use of the building and the keys.
10 keys in all. 8 keys to each designated person. (these keys are not able to be duplicated, and only to designated persons.)

1. Designated persons: Doug, Brian, Helen, Claude, Esther, John, Ed. custodian, Fire Chief, Zibby.
2. Two extra keys to be kept at the center in the cabinet drawer, Dispatch person knows where these keys are.
3. Pick-up time for keys is 9:00 - 2:00.
4. Must keep names and phone numbers of all organizations using the building.
5. Organizations and people using the building must call for permission to use the building.
6. A board member must let group in and out, and be on site at all times.
7. On leaving the building board member in charge must be certain building is secure on leaving, lights, heat, doors locked, and return the key to it's designated place.
8. Rotating schedule for Lorna and Betty, with Carol and Irene as subs.
9. when person resigns from the board, they must return the key.

Girl Scout Schedule:

1. Tuesdays and Wednesdays. 4:00-5:30
2. Every Tuesday, Theresa Comeau: phone # 978-790 7175
3. Every other Wednesday. Kimberly Villeneuve, phone # 978-62106112, Home: 978-827-5986

Brian Tasks:

1. Keys
2. Vans
3. Hire person to do leg work? Call doug.
4. Resolve the fire dept. issue.

Friends Group:

1. Need outreach committee
2. Irene will call the people who have responded so far and thank them for answering, and to let them know there will be a meeting after the first of the year.
3. Friends' need to open an account for contributions, when?
4. We have received 12 responses and 5 of those contributions. \$170 in donations to date.

Respectfully Submitted,

Irene and Carol.

Sharon G. Parent