

1                                   **Sandown Senior Affairs**  
2                                   **Transportation Program**  
3                                   **Meeting Minutes**

4   **Meeting Date:** 7/15/14                                   **Meeting time:** 6:30 pm

5   **Meeting location:** Sandown Town Hall

6   **Meeting called by:** Paul Godin

7   **Chair-person:** Paul Godin, Director of Senior Affairs

8   **Secretary of minutes:** Kathleen Richardson

9   **Attendees:** Paul Godin, Nelson Rheaume, Joan Park, , Kathleen Richardson, Lorraine  
10   Sieckarski, Donna Proctor, Jeanne Tobin, Sue Godin, Bob Rioux, William Davis.

11   **Absent:** Chief Joe Gordon, Hans Nicolaisen

12   **Review of previous minutes:** Motion to accept by Kathleen, second by Donna. All unanimoulsy  
13   in favor to accept. Minutes accepted.

14   **Treasury Funds: Dontaions specifically requested for purchase of gas cards from:**

15   Mr. Alvin Atkins:                                   \$100.00

16   Helen Kolifraith:                                   \$40.00

17   Gas Card from Joan Park                       \$25.00

18   \$165.00 total for gas cards

19   Motion to accept monitary and card donation by Paul, second by Kathleen. All unanomosly in  
20   favor to accept-minutes accepted.

21                                   **Agenda Topics: Vacation Coverage**

22   Vacation coverage for Ride coordinator (Sue Godin) went well with only 1 issue that a ride was  
23   missed due to dispatch sending to wrong email.

24   Action Plan: When coordinator is to have intrim coverage by alternate coordinator, she will send  
25   an email 10 days prior to change to the group which will consist of the following information for  
26   the dispatch:

- 27         1. Dates and times that the alternate coordinator is covering.
- 28         2. The alternate email and phone for alternate coordinator.

29         The above information will be forwarded to the following group:

30 Paul Godin, Chairman; Kathleen Richardson, Secretary; Donna Proctor, Treasurer; Joan  
31 Park, Lorraine Sieckarski, Chief Gordon, Sandown Dispatch, and the Alternate Coordinator.

32 Finally, a phone call to dispatch by the coordinator will be placed 1-2 days prior to the  
33 change in coverage to ensure everyone involved is aware. Kathleen will create a standard  
34 form for the coordinator to fill in dates and coverage name.

35 **Agenda Topic: Donation envelope**

36 Kathleen created a donation envelope label for the drivers to carry in the chance that a  
37 passenger may utilize for a donation to the S.S.A.T.P. The drivers will carry it in their vehicle so  
38 that if the passenger gives a donation it is in a sealed envelope with their name and the date of  
39 ride. Kathleen requested that all drivers be made aware that the envelope is not to be handed to  
40 passenger routinely, only if prompted by the passenger. All members agree. Motion to accept  
41 by Paul, motion second by Joan, all unanimously in favor to accept-Donation Envelope  
42 accepted.

43 **Agenda Topic- Gas Cards**

44 Gas Card from previous donations all cataloged and verified by Joan, Lorraine, Donna, Kathleen  
45 and Paul.

46 **Agenda Topic- Old Home Days**

47 Old Home Days schedule reviewed with group. Members will continue to contact vendors for  
48 donations.

49 Committee in process of finalizing ice cream sales for the Old Home Days. Finalization of the  
50 final donations from vendors will be completed by no later than 8/5/14 meeting. Set up to begin  
51 at 7:00am on 8/09/14. Paul discussed need for volunteers for set up tent and tables, assist with  
52 sales of tickets and serving ice cream, break down, and raffle ticket sales at fireworks. Will  
53 discuss further in depth next meeting.

54 **Next Meeting Date:** 7/29/14 at Town Hall, time 6:30

55 **Meeting Adjourned at:** 8:10pm

56 Respectfully Submitted,

57

58 Kathleen Richardson, Secretary