

## **Volunteer Coordinating Committee**

Meeting Minutes [Approved February 10, 2020]

January 13, 2020

7:00PM

Room 121, Town Hall, 472 Main Street, Acton, MA 01720

**Present:** Gregory Hutchins, Michael Brandt, Xuan Kong, Hart Millett and Fang Yang.

**Absent:** none

### **1. Opening**

Chair Hutchins opened the meeting at 7:05PM

### **2. Regular Business**

- A. Update on Committee Openings/Appointments – Chair gave an update on Committee member appointments made by BOS since last VCC meeting, status of pending volunteer applications, and committee/board openings.
- B. Approval of Meeting Minutes – The meeting minutes from the VCC's November 25, 2019 meeting were reviewed and approved by a vote of 3 Yes, 2 Abstain.

### **3. New/Special Business**

#### Discuss recruiting efforts for new volunteers

Chair Hutchins raised the question about vacancies of several committees / boards because of recent resignations. Various ways of advertising these vacancies were discussed such as Acton TV, local newspapers, local organizations and neighborhoods, E-media/ Email groups.

Chair Hutchins suggested to town manager's office that every resignation should be forwarded to town clerk so that they could notify other relevant parties such as VCC.

There was a discussion of communications between the VCC and multiple town departments. Several ideas and options were discussed. There was a suggestion that the Chair could obtain the Master List from the Clerk's Office on a regular schedule. Chair Hutchins will ask town clerk's office to do so quarterly.

#### Candidate Interview

Mr. Noah Nelson did not come for interview.

#### Discuss possible additions to the online volunteer application.

The discrepancies in volunteer application form between PDF and online version were discussed.

#### **4. Adjournment**

At 8:34PM, it was moved and seconded to adjourn the meeting. The motion was approved unanimously.

#### **Documents and Exhibits Used During this Meeting**

- Meeting minutes of November 25, 2019.