

Acton Volunteer Coordinating Committee Minutes for 12/13/2010

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

Absent:

The meeting was called to order at 7:05 PM on 12/13/2010.

The minutes of 11/22/2010 were reviewed. A motion was made and seconded to accept the minutes. Passed unanimously.

There were three interviews listed on the agenda.

1. Interview of Bruce Friedman as an applicant for the Green Advisory Board. See attached notes.
2. Interview of Stephen Leo as an applicant for the Recreation Commission. Stephen Leo was unable to come to the interview. See attached notes.
3. Interview of Bruce Rachman as an applicant for the Land Stewardship Committee. See attached notes.

Voting:

It was moved and seconded to forward Bruce Friedman for the opening on the Green Committee. Passed unanimously.

It was moved and seconded forward Bruce Rachman for the opening on the Land Stewardship Committee. Passed unanimously.

There was then a discussion of the Volunteer Coordinating Committee processes.

Charlie A. submitted some Process Improvement Notes for Consideration, a proposed template for agendas and a proposed template of Interview Questions for Applicants. Copies of those documents are attached. A short discussion of these documents followed. Since this was the first time anyone had seen these documents, we agreed to take them away, analyze them and discuss them further at the next meeting.

The next meeting of the VCC is scheduled for 1/10/2011 at 7:00 PM.

The meeting was adjourned at 8:25 PM.

Submitted by Charlie Aaronson

Interview Questions for Applicants

Name: BRUCE FRIEDMAN Date: 12/13/2010

(The term committee used below includes committees, councils, commissions, boards, etc.)

1. Why are you volunteering for service to the Town at this time? \_\_\_\_\_

HE WANTS TO GIVE BACK TO THE TOWN

2. Why are you volunteering to serve on the GREEN ADVISORY <sup>BOARD</sup> committee? \_\_\_\_\_

HAS INTEREST IN ENVIRONMENTAL ISSUES

3. What skills do you have that would suggest that you would be a good fit and could contribute to the work of this committee?

HE IS A BUILDER & BUILDS WITH ENERGY

CONSERVATION AND THE USE OF SOLAR ENERGY IN MIND

4. Have you attended any meetings of this committee? YES

5. Do you regularly attend Regular and Special Town meetings? YES

6. Are you generally in town for the meetings of this committee? (Snowbird?) YES

7. Will you be able to commit the time required to attend most meetings and to be able to complete any tasks you may be assigned?

NO PROBLEM

8. Are you currently serving on any town committee? NO

9. What is your current job and is the work you do related to anything you might be doing for this committee?

PROJECT SUPERVISOR FOR A CONSTRUCTION CO.

10. Do you have any possible conflict of interest?

NO APPARENT CONFLICT. IN GENERAL HE  
DOESN'T BUILD IN ACTON.

11. Several of the Town Committees participate in grant writing and finding funding to support town projects and events. Please tell us about any experience or expertise that you may have in this area.

NO EXPERIENCE

12. Other questions.

Interview Questions for Applicants

Name: BRUCE RACHMAN

Date: 12/13/2010

(The term committee used below includes committees, councils, commissions, boards, etc.)

1. Why are you volunteering for service to the Town at this time? HE LIKES

VOLUNTEERING. TO LEAD BY EXAMPLE. TO SET  
AN EXAMPLE FOR HIS KIDS

2. Why are you volunteering to serve on the LAND STEWARD committee?

INVOLVED WITH SCOUTS. INTEREST IN  
CAMP ACTON

3. What skills do you have that would suggest that you would be a good fit and could contribute to the work of this committee?

4. Have you attended any meetings of this committee? YES

5. Do you regularly attend Regular and Special Town meetings? NO

6. Are you generally in town for the meetings of this committee? (Snowbird?) YES

7. Will you be able to commit the time required to attend most meetings and to be able to complete any tasks you may be assigned?

YES. HE HAS THE TIME

8. Are you currently serving on any town committee? NO

9. What is your current job and is the work you do related to anything you might be doing for this committee?

HE MANAGES A BUSINESS WITH NO CONFLICTS

10. Do you have any possible conflict of interest?

NO CONFLICT

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11. Several of the Town Committees participate in grant writing and finding funding to support town projects and events. Please tell us about any experience or expertise that you may have in this area.

IN THE PAST HE HAS FOUND FUNDING  
FOR ARCHERY RANGES - COUNTY ORGS &  
PRIVATE CITIZENS.

12. Other questions.

Subj: **Re: Acton Recreation Commission Volunteer Application**  
Date: 12/12/2010 10:04:38 P.M. Eastern Standard Time  
From: [stephenpleo@gmail.com](mailto:stephenpleo@gmail.com)  
To: [BGeithner@aol.com](mailto:BGeithner@aol.com)  
Hi Bonnie:

My wife starts working on Mon and Wed nights on 1/19th so I won't be able to do another Monday for awhile unfortunately. Once my wife starts teaching she'll know ahead of time which Mondays she may be off and then we can coordinate in advance.

Thanks,  
Steve

On Sun, Dec 12, 2010 at 1:22 PM, <[BGeithner@aol.com](mailto:BGeithner@aol.com)> wrote:  
Hi Steve,

Maybe we can try for Monday, January 24, 2011 at 7:15 PM. How would that be for you?

The problem is that the Open Meeting Law that became effective on July 1, 2010 requires us to have a posted Agenda, and by law ours must be posted by the Thursday by 4:45 PM prior to our Monday meeting.

You may cancel, but I cannot change the agenda, or rearrange anything ( we were able to do that prior to the new OML). It is frustrating.

Please let me know what you would like to do. We will not be meeting December 27, 2010, but normally we meet the second and forth Monday of each month.  
Please feel free to call or email with questions.

Regards,

Bonnie Geithner  
H 978 263 5395  
C 508 733 9555

In a message dated 12/11/2010 11:37:49 A.M. Eastern Standard Time, [stephenpleo@gmail.com](mailto:stephenpleo@gmail.com) writes:

Hi Bonnie:

Unfortunately I'm on vacation that week and out of town. What time does the meeting last until on Monday night maybe I can stop over after the concert?

Thanks,  
Steve

On Sat, Dec 11, 2010 at 11:13 AM, <[BGeithner@aol.com](mailto:BGeithner@aol.com)> wrote:  
Hi Steve,

Our next meeting is Monday, January 10, 2011 at Acton Town Hall, Room 121.  
If you are able to come and see us at 7:15 PM on that day it would be good.  
Could you please confirm by email?

Regards,

Bonnie Geithner VCC Chair

Monday, January 03, 2011 AOL: B Geithner

In a message dated 12/10/2010 7:32:09 A.M. Eastern Standard Time, [stephenpleo@gmail.com](mailto:stephenpleo@gmail.com) writes:

Hi Bonnie:

Sorry for not getting back to you sooner. We have a preschool concert on Monday. Is there any other times stop by?

Thanks,  
Steve

On Tue, Dec 7, 2010 at 8:10 PM, <[BGeithner@aol.com](mailto:BGeithner@aol.com)> wrote:  
Hi Stephen,

Thank you for your interest and application to volunteer in Acton!

It is the job of the Volunteer Coordinating Committee to have a short interview with all applicants. The interview is brief, and informal.

Could you come and meet with us on Monday, December 13, 2010 at 7:30 PM?  
We meet in Acton Town Hall, Room 121. Please, could you confirm by email?  
If you have any questions feel free to call or email.

Thanks again for your interest,

Bonnie Geithner, VCC Chair  
H 978 263 5395  
C 508 733 9555

Monday, January 03, 2011 AOL: B Geithner

## Volunteer Coordinating Committee

### Process Improvement Notes for Consideration

Bonnie has asked the entire VCC to prepare some notes about how we might improve how we conduct our meetings, how we could share the responsibilities of the meeting and how we can avoid the need to make as many copies of the things that we make copies of, i.e. applications, resumes, minutes, etc... The plan would be to share and discuss these issues at our first meeting in December.

#### **Conduct of meetings.**

I think that it would help us to be more efficient if we standardized and formalized parts of our meetings. I have prepared some material as suggestions for our use. They are to be considered as brainstorming inputs for the committee to **discuss, modify and eventually adopt** in a form that the committee eventually agrees on.

I have prepared an Agenda template. I have tried to include all of the items that we have needed in the past. Some of the bulleted items, if appropriate, may be reworded before submission and if something is missing it can always be added. Having a standardized template will also allow it to be a reminder of items so that we do not accidentally leave anything off. An additional benefit to a standardized agenda would be that we could also have template or standardized form for the minutes. That would make it easier for the minute taker and, in fact, also make it easy for anyone to step in and prepare the minutes without a lot of stress.

I have also prepared a standardized list of Interview questions. I perceive that it would be beneficial if we were to ask all applicants the same basic core questions. Of course other questions could be added to the basic core group and if other questions were relevant to a particular candidate or committee, they could be added as well. I also think that it would be beneficial if we invited Marianne Fleckner (as has been previously suggested) for a training session on interviewing techniques.

Before we discuss issues, my perception is that someone needs to make a motion and that motion will need to be seconded. Then the motion will need to be discussed and voted on. The motions made will depend on the issues raised but for applicants applying for positions on committees I would suggest that again we have a standard motion. It would be something to the effect of "I move that (name) be forwarded for the opening on the (name) committee and that we recommend him/her for further consideration."

#### **Sharing the Responsibilities of the Meeting.**

Please, everyone, take this in the spirit of a suggestion, but my opinion is that if there are tasks or assignments to be shared, it should be the responsibility of the Chairperson to assign that responsibility. That decision might of course be challenged with a valid reason; however,



committee members need to be accepting of assignments. The Chairperson, in turn, must take on the responsibility of making that assignment.

**Avoiding the need to make copies of Applications, Resumes, Minutes, etc...**

If we can fix the system so that we all receive copies of all of the applications and resumes, then each committee member can be held responsible for reading each of the applications and resumes and further, can decide on their own whether they need to print out a copy or not. For anybody that does not have access to Email, my opinion is that they will need to make their own arrangements about how to receive copies. The same is true about the minutes of the meetings. The minutes preparer can be required to send out the minutes in advance of the meeting, bring paper copies for everyone to review, or read the minutes aloud at the meeting.

# Town of Acton

## Volunteer Coordinating Committee Meeting

Date:

Place: Room 121, Acton Town Hall

Time: 7:00 PM

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### MEETING AGENDA

- **Call to Order** (with a quorum present)
- **Review Minutes**
- **Chairperson's Remarks and Announcements**
- **Applicant Interviews**
- **Discuss Applicants and make Recommendations**
- **Old/New Business**
- **Closing Remarks**
- **Adjourn**

Interview Questions for Applicants

Name: \_\_\_\_\_ Date: \_\_\_\_\_

(The term committee used below includes committees, councils, commissions, boards, etc.)

1. Why are you volunteering for service to the Town at this time? \_\_\_\_\_

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2. Why are you volunteering to serve on the \_\_\_\_\_ committee?

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3. What skills do you have that would suggest that you would be a good fit and could contribute to the work of this committee?

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4. Have you attended any meetings of this committee? \_\_\_\_\_

5. Do you regularly attend Regular and Special Town meetings? \_\_\_\_\_

6. Are you generally in town for the meetings of this committee? (Snowbird?) \_\_\_\_\_

7. Will you be able to commit the time required to attend most meetings and to be able to complete any tasks you may be assigned?

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8. Are you currently serving on any town committee? \_\_\_\_\_

9. What is your current job and is the work you do related to anything you might be doing for this committee?

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10. Do you have any possible conflict of interest?

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11. Several of the Town Committees participate in grant writing and finding funding to support town projects and events. Please tell us about any experience or expertise that you may have in this area.

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12. Other questions.