

## Acton Volunteer Coordinating Committee Minutes for 3/28/2011

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

The meeting was called to order at 7:07 PM on 3/28/2011.

### Review Minutes

The minutes of 2/14/2011 were reviewed. A motion was made and seconded to accept the minutes with a minor correction to be made. Passed unanimously.

### Chairperson's Remarks, Announcements and Discussion

Bonnie would like to step down as chairperson by June 1<sup>st</sup>.

Bonnie also noted that 4 of the six members have terms expiring this June.

Bonnie will document the various tasks that need to be done for the VCC to be successful.

### Discussion of Upcoming Events

#### Town Meeting Table

We will not have a table at the Town Meeting but the League of Women Voters will. Jean Lane will join them at their table to hand out flyers about the Job Fair and to promote volunteering in Acton.

#### Volunteer Job Fair on April 26th

Bonnie will present at the fair and advocate for folks to consider the VCC as a possible choice. She will describe our process to people interested in volunteering.

A motion was made and seconded for the VCC to commit a half hour per meeting for discussing our process. In the event that there are three or more applicants we will then defer the discussion. Passed unanimously.

Per our last meeting, Bonnie reported that Pamela Harting-Barrat, our BoS liaison, was contacted about developing an up-to-date charge for the VCC. She has had no response so far but Bonnie will contact her again.

A motion was made and seconded to adjourn at 8:01 PM. Passed unanimously.

The next meeting of the VCC is scheduled for 4/11/2011 at 7:00 PM.

Submitted by Charlie Aaronson

### Unresolved Issues from Past Agendas

To facilitate scheduling for interested parties, the following items are listed for scheduling in future agendas. This is not a complete list.

1. Volunteer Coordinating Committee process
  - a. Techniques to remain focused (stick to the point)

- b. Be more business like
  - c. Become more structured
  - d. Template for agendas
  - e. Standardized questions for applicants
  - f. Interviewing techniques
  - g. Assigned responsibilities (share the effort)
2. Function of VCC with respect to recruitment
    - a. No responsibility
    - b. Shared responsibility (with committees, BOS, etc.)
    - c. Sole responsibility
  3. Does the VCC recommend or just forward the names of applicants for further consideration? What is the basis for this action?
  4. How does the VCC formally track unresolved applicants? What further action is pursued?