

**Town of Somers  
Advisory Committee for Seniors  
Policies and Procedures Manual Subcommittee  
9/26/17 Meeting Minutes**

The meeting was called to order at 9am. Attendees were Deanna Schuetz, Patricia Bachetti, Phyllis Gwilliam, and Joan Sizer.

Minutes: Pat made a motion to approve the 9/12/17 meeting minutes as written, Phyllis seconded the motion, and all approved.

Audience: None

Review, discussion, and approval of assigned sections: For those drafted sections not already distributed via email, photocopies were circulated. We agreed we would take home today's drafts, review them, and send our comments via email to the respective author so that person would then be able to adjust the draft and email copies of the revised draft to the members for our review at the next meeting. For all drafts and/or suggested changes, the respective writer will insert her name and the date on the top of the document so we all know the source. We will do the above steps for all future drafted sections.

We agreed to write sections as simple as possible and to the point. We discussed what term should be used in the manual when referring to those senior citizens who utilize the Senior Center and its activities, events, etc. To avoid confusion with the members of the Somers Senior Citizens' Club, we mutually agreed to use the term "participant" rather than member or visitor.

Deanna clarified that Senior Center events are open to any senior citizen age 55 and above, be they Somers residents or nonresidents. Nonresidents may have a start date for signing up for the activity/event that is later than the start date for Somers residents. Likewise, if there is a fee for the activity/event, the fee for nonresidents will be a larger amount. Regardless of where residing, no one under age 55 is eligible to participate in Somers Senior Center sponsored activities and events. Exceptions: In addition to Somers Senior Citizens age 60 and above, Somers residents who are under age 60 and who are disabled would be eligible to utilize the Somers Senior Center buses for transportation needs. For any trip sponsored by the Somers Senior Center that utilizes a bus from a bus company, all adults are eligible to participate in such trips regardless of age or where they reside.

If reference in our manual is made to checking in at the "My Senior Center," it's referring to the kiosk machine by Flo's desk.

At this point, Deanna had to leave the meeting for another meeting.

Assignment of additional sections: We tried to assign the remaining sections of the tentative Table of Contents. There appears to be numerous sections for which it seems Deanna should be the author. This needs to be discussed at our next meeting to see how we can help her. The following are the tentative assignments. We agreed our priority for our next meeting would be to review the sections we have already written and the suggested changes submitted by our committee members so that the respective author could make any further adjustments. We realized that as we go through the various sections, we might discover information that needs to be incorporated into sections already written. Therefore, we might not be able to officially finalize all sections until the entire manual is written.

If after doing the above reviews and adjustments, we have time to write a draft of another section before our next meeting, the sections flagged below with \*\* would be our next assignments. We will follow the above process for future sections and meetings.

Senior Center Staff Contact Information: Deanna

Privacy and Confidential Policy: Deanna

Nondiscrimination Policy: Deanna

Code of Conduct: Deanna \*\*

Senior Center Sponsored Trips: Phyllis \*\*

FAX and Copy Services: Joan

Senior Center's Computer: Joan

Senior Center Building Use Policy for Separate Entities: Deanna

Parking: Joan \*\*

Meals on Wheels Program: Pat \*\*

Human Services and Social Services: Deanna

Future Meetings: Based on today's meeting, we agreed that our future meetings should be scheduled for 1 ½ hrs. instead of just one hour. Our next meeting is 10/13/17 9am – 10:30am at the Senior Center.

Adjournment: Pat made a motion to adjourn which was seconded by Phyllis. All agreed. Meeting adjourned at 10:28am

Submitted by,

Joan I. Sizer