**Minutes of the Treasure Chest Committee**

**January 19, 5:00 PM**

**Harwich Community Center: Room #5**

**Committee Members Present:** Tom Caruso, Eric Fahle, Liz Watkins, & Heather Bolinder

**Alternate Member Present:** None

**Selectmen Present:** None

**Other Volunteers Present:** Paula Sweeney, Janet Evans, Alex, etc.

1. **Quorum:** A quorum of Treasure Chest Committee members were present at the meeting.
2. **New Business:**

**A. Establishment of Rules of Etiquette for Treasure Chest Volunteers:**

Tom Caruso thought that respect should be the first item addressed in the Rules of Etiquette. Volunteers need to be respectful of the other volunteers and patrons of the Treasure Chest. Eric Fahle submitted handouts of examples of volunteer Rules of Etiquette to be used in drafting the volunteer Rules of Etiquette for the Treasure Chest. Alex thought that the patrons also needed to show more respect for the volunteers and wanted rules for patrons as well. Tom didn’t think that Rules of Etiquette for patrons was necessary. Eric said he would draft volunteer Rules of Etiquette for the Treasure Chest for review and approval by Tom Caruso and Link Hooper which hopefully would then be approved by the Selectmen at a later date.

**B. Establishment of Rules of Operation for the Treasure Chest:**

There was a general discussion regarding elements of the Operational and Maintenance Plan for the Treasure Chest. The following elements were discussed:

* Scheduling,
* Helping out where help is needed,
* Making sure there is sufficient coverage,
* Hours of Operation/Drop-off - Link, wants 9:00 AM -3:00 PM,
* Assigned indoor and outdoor supervisors per shift, and
* Procedures for opening and closing.

Other items Tom wants included in the Rules of Operation were:

* No dogs on the premises, or locked in cars,
* No smoking on the premises,
* Keep the 2nd gate open,
* No furniture/items in the exit lane,
* Only approved volunteers may work at the Treasure Chest – No friends and family,
* Contact information for every Treasure Chest Volunteer,
* Chain of Command – Tom does not want volunteers going directly to the Selectmen or Link to air their grievances and disputes. These matters need to be handled by the Treasure Chest Committee.

Tom said he would draft the Operation and Maintenance Plan for the Treasure Chest for review and approval by Link Hooper which hopefully would then be approved by the Selectmen at a later date.

1. **Open Session:**

Tom stated that without the volunteers, the Treasure Chest would not be the success that it is. Tom also wanted members of the Committee to be on time for the meetings and to speak one at a time. Alex was asked to complete a Citizens Activity Form to maintain her volunteer status. Alex refused stating that there were too many rules to follow and as such she would be suspending her volunteering efforts at the Treasure Chest.

Heather Bolinder indicated that she would prefer not to be Clerk of the Treasure Chest Committee and stated that she thought that Eric Fahle should be Clerk. Heather made a motion to that effect that was seconded by Tom and the Committee voted unanimously to have Eric Fahle become the Clerk of the Treasure Chest Committee.

1. **Set Date for Next Meeting:**

No date was set.

5. **Adjournment:** Adjourned at 6:00 PM.