**Minutes of the Treasure Chest Committee**

**September 28, 2018, 5:00 PM**

**Harwich Community Center: Room #5**

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

**Alternate Members Present:** Mella Navickas

**Selectmen Present:** None

**Other Volunteers Present:** None

**Others Present:** None

1. **Quorum:** A quorum of Treasure Chest Committee members were present at the meeting.
2. **Old Business:**
	1. Acceptance of Meeting Minutes:

The Meeting Minutes for June 29, 2018, were accepted, as amended, by the Treasure Chest Committee.

1. **New Business:**

**A. Appointment of New Treasure Chest Volunteers:**

Tom Caruso indicated that he is working on getting Cindy Beaulieu and Paula Sweeney approved as members of the Treasure Chest Committee.

**B. Treasure Chest Committee Membership & Ethics Training Requirements:**

Sheila Eldridge needs to up-date her ethic training as required. We are always looking for new Volunteers who want to work and can commit to a schedule.

**C. Discussion on Appropriate Items to Accept:**

The consensus of the Committee was that a lot of big furniture items were being accepted that probably shouldn’t be accepted. Volunteers need to be more selective in the items that they take. We can’t be taking heavy items and stuff that no-one will take. Tom wants us to use the 2nd trailer for furniture items.

**D. Operations and Volunteer Coverage – Committing to a Schedule:**

Tom discussed two new volunteers:

1. Bob Kraus, and

2. Bob Connor

Janet says the Bob Kraus does not show up to work his shift. Tom discusses setting parameters. Janet reiterates that Bob Kraus does not show up to work and when he does show up it is to shop. Tom said he would talk to Bob Kraus about his commitment. Tom is concerned that volunteers who can’t commit to a shift will no longer want to volunteer. Janet is still concerned about coverage for Saturday and Sunday operations and is worried about shortfalls and gaps in volunteer coverage. Tom believes that in regards to the issuance of guidelines for committing to a schedule that the committee needs to accept that there are going to be volunteers that commit to a “Supplemental Schedule” like Randy, Karen, Herb, etc. Heather noted that at 2:00 PM “everybody leaves”. Volunteers need to stay to the end of their shift or tell the shift supervisor if they have to leave. At this point Tom made a motion to have Janet Evans be the Schedule Coordinator. Eric seconded the motion and Janet was unanimously voted in as Schedule Coordinator by the Committee. Tom accepts the fact that Randy has keys, comes and goes according to his schedule and may be entering the facility during non-operational hours. Although Janet believes that Randy is proving unique volunteer services, she doesn’t believe that he should be on-site during non-operational hours and that he needs to better address some operational issues such as leaving the book trailer open/unlocked such that some items get wet when it rains. After further discussion, Tom requested that Janet come up with some generic guidelines for the scheduling of Volunteers and that the Guidelines should be posted in the Kitchen. A schedule was also to be created for the Volunteers working the gate. It was noted that some volunteers do not want to work the gate. Tom made a motion that each shift supervisor will be responsible for maintaining continuous coverage at the gate. Eric seconded the motion and it passed unanimously.

**E. Operational Observations since Going Harwich Only:**

Lots of non-Harwich residents are trying to get in requiring constant coverage at the entrance gate. Less stuff coming in. Harwich residents are upset that they cannot enter the Treasure Chest without a sticker. Some Harwich residents have complained that the Treasure Chest should be open to everyone while other Harwich residents are happy that it is now “Harwich Only”.

1. **Open Session:**

Tom Wants to make sure that the customers are getting first opportunity at items that are dropped off. Volunteers should not be taking items to their cars during their shift. Tom will be leaving for about 3 months starting in December. Tom asked Liz if she was ready as “Vice Chair” of the Committee to take over in his absence. Liz said she was.

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

No date was set.

6. **Adjournment:** Adjourned at 6:45 PM.