**Minutes of the Treasure Chest Committee**

**November 16, 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:** None

**Selectmen Present:** None

**Other Volunteers Present:** Cindy Beaulieu

**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 September 28, 2018, were accepted, as amended, by the Treasure Chest Committee.

1. **New Business:**

Tom will be away for about 3 months starting in December.

**A. Treasure Chest Committee Membership and Election of Officers:**

Tom Caruso indicated that the Treasure Chest Committee Chairman needs to be the coordinator. Janet indicated that Liz Walkins, as Vice Chair, still wanted the opportunity to serve as Chairman while Tom was away. Janet suggested that Liz should be in charge while Tom is away and that re-appointment of officers should take place according to the schedule which would be in June/July of 2019. Liz reiterated that she wanted to be acting Chair while Tom was away. Tom advocated for Janet to be acting Chair in his absence. The Committee agreed that Liz should be the acting Chair while Tom was away and that when Tom comes back that he would again assume his role as Chairman of the Treasure Chest Committee. The Committee also agreed that appointment of new officers would take place before July 1st.

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

The consensus of the Committee was that big furniture items were still 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. Additional items such as large rugs, and lawn furniture were added to the do not take list. Tom does not want Volunteers to accept windows or doors. Janet, Cindy and Eric believe that doors and windows still should be accepted. For the most part, the doors and windows that we accept are taken and repurposed by our customers.

**C. Standard Operations and Volunteer Coverage:**

Tom discussed the need for a full-time employee on Saturdays and Sundays. Link is of the opinion that the Town would not provide a full-time employee due to the cost involved. In regards to coverage, Janet is of the opinion that everyone should commit to a set shift. To ensure sufficient coverage during hours of operation, the Committee voted unanimously to require that every volunteer commit to a set shift. Discussion then focused on the need for Karen and Herb to commit to a shift that works for them. As far as Volunteers checking stickers at the gate, it is not mandatory that all Volunteers sign-up to perform this duty.

1. **Open Session:**

There was discussion regarding the clearing of the outside tables. Liz thought that Volunteers were disposing of items that were too good to be discarded. There was also some general discussion regarding Volunteers working inside and outside during their shift.

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

The next meeting was scheduled for Friday April 5th at 5 PM at the Harwich Community Center.

6. **Adjournment:** Adjourned at 6:20 PM.