

**Bayshore Gardens Park & Recreation District
Policy & Procedures Committee Meeting Minutes
Tuesday; June 7, 2022 @ 7:00PM**

Meeting was called to order at 7:00 PM by Policy & Procedure Committee Chair Melanie Woodruff.

In Attendance: Committee Members - Melanie Woodruff (Committee Chair) and Sharon Denson

Quorum established.

Agenda Items Discussed

- The Committee discussed the Policy and Procedures book. What is important to remain in the book also placing the book on the District Website. All documents shall be kept in the office even those which are no longer in use or are no longer relevant.
- Discussed a proposed procedure guide to be used for accomplishing projects.
- Discussed and reviewed changes to 1026FOB, taking out money amount. 1017P take out minimum of 400 printed Banners. 1006R and 1006P. Review 1001P change ID wording to FOB.

Meeting adjourned at 8:15 PM