

**Bayshore Gardens Park & Recreation District  
Policy & Procedures Committee Meeting Minutes  
Wednesday; November 3, 2021 @ 7:00PM**

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

**In Attendance:** Committee Members - Melanie Woodruff (Committee Chair Sharon Denson and Marie Young.

Quorum established.

**Agenda Items Discussed**

- Discussed minor changes to wording of proposed Deposit and Receipt Sheets, and the policy for the associated forms. These forms will be presented at the Trustees Work Session and then the Board of Trustees Meeting.
- The Committee decided the Employee Complaint Form – 1014ECF and Employee Physical Complaint Form – 1014EPA are acceptable and will go forward to the Workshop and Board Meeting.
- The Office requested changes to some contracts. E-mail blanks will be added to facilitate communication with clients.
- S. Densen has been working on sorting and classifying attorney opinions in the attorney record book.

Meeting adjourned at 8:10 PM