

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

The Meeting was called to Order at 7:00 PM by Melanie Woodruff (Committee Chair)

In Attending: (Committee Chair) Melanie Woodruff, (Committee Members) Sharon Denson and Marie Young. **Guests Attending:** Rose Woodruff and Belle Baxter

Quorum established.

Agenda Items Discussed

- Two new forms were developed by the committee as a result of Board actions approving 20 non-resident FOBs for ramp access.
- Marina Ramp Access Contract (1019A) was presented with the changes to the contract.
- Discussed producing new form for Employee Complaint (1014ECF). There is a need for more direction in handling certain incidents involving employees. The current form is not sufficient. The committee will work on this form in future meetings.
- The forms for Clubs and Organizations that were on the website will be taken down. There are only 2 forms that were approved by the Board of Trustees. There is a policy form 1020P and a facility use 1020F. The committee will have more discussion on the forms at the next committee meeting.
- Belle Baxter brought up several issues. She was seeking clarity on the difference between District money used by the Recreation Committee for District functions and Club money. District money expenditures can not be used without Board approval and can not cross over into any club usage. Club money can be used as deemed fit by the Club. Belle also inquired about other issues the Policy and Procedure Committee was discussing.
- M. Woodruff will be bringing the Ramp Access for Resident and Non-Resident contracts to the next Workshop. Also, the Non-Resident FOB policy for the Boat Ramp and the FOB Annual Rate Sheet.

Meeting adjourned at 8:25 p.m.

Melanie Woodruff