

**Bayshore Gardens Park & Recreation District
Policy & Procedures Committee Meeting Minutes
Tuesday; October 5, 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

- Non-Resident Gate Parking Agreement – 1019 NRC will be taken to the Workshop and then to the Board of Trustees Meeting.
- Reviewed the Employee Complaint Form and decided to separate the form into two forms to clarify the difference between a “standard” complaint form and a physical altercation complaint.
- The Clubs and Organizations forms, as voted on by the previous Board, do not need to be changed at this time.
- District Office Records and Fees will be reviewed and may need to be altered at future meetings. The fees may be out of line with standard and reasonable fees. It appears the fees were possibly not approved by the Board.
- Dates and times will be agreed upon this next month so the Policy and Procedure and Contract Book will be organized and brought up to date.

Meeting adjourned at 8:15 PM