

**Bayshore Gardens Park & Recreation District
Policy & Procedures Committee Meeting Minutes
Tuesday; January 4, 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), Sharon Denson and Marie Young.

Quorum established.

Agenda Items Discussed

- Discussion of Public Records Policy and Procedure 1034PP. This policy and procedure brings the District in line with Florida State statutes and best practices to ensure that citizens are treated fairly and have access to the Public Records for the District. It also describes the procedure for the official records created or received by the District Office. Fee schedules are included.
- Discussion of Public Records Policy 1034P explaining public records and the management of them by the District Office.
- Looked over the Charge to the Landscape Committee.
- Discussed the Marina Vessel Slip Deposit Contract 1005SD.
- These policies, procedures and contracts will be taken to the Trustee Workshop on January 12, 2022

Meeting adjourned at 8:10 PM