

Best Practices Subcommittee Meeting Minutes  
January 13, 2022 @ 9:30am  
Zoom conference meeting

Attendance: SusanMary Redinger, Sharlene Cronin

The meeting was called to order at 9:42am.

The subcommittee reviewed the latest changes to the draft New Member Handbook and discussed the remaining sections to be added. SusanMary agreed to draft the sections related to Devens, and Sharlene agreed to review and edit the policy sections.

The subcommittee also discussed how to best manage version control of budgets and agreed to bring this up during the next Budget subcom meeting.

Finally, the subcommittee briefly discussed plans to present the Handbook to the full committee. Sharlene suggested an option could be to split the material into sections and review those sections over a series of meetings. The subcommittee agreed to discuss this more at their next meeting.

With no objection SusanMary Redinger adjourned the meeting at 10:21am.