**May 23, 2019**

**4:30 PM – Northborough Town Hall**

**MENTORING COMMITTEE MEETING MINUTES**

**In Attendance –** Danielle Sicard (Easton), Liz Greendale (Holliston), Andy Dowd (Northborough), Kelly McElreath (Upton), Marie Ryan (Great Barrington)

**New Clerks Welcome** – The committee agreed that this belongs with the Communications Committee rather than with the mentoring committee.

**Recommending for inclusion in E- Board Policies –** In order for committee members to continue on as members we discussed expanding its membership. The committee provided Danielle with some insight (see list below) on how they would like the appointment process to work and asked her to add it to the committee roles and responsibilities that we will be submitting to the E-Board for inclusion in their board and committee policy and procedures manual.

**Committee Appointments**

* Membership not to exceed 12
* Members not to have term limits
* Interested clerks who qualify (5 years, current member, attendance / facilitation at mentoring workshop, etc) would send a letter of interest to the President
* President to forward letters of interest to the Mentoring committee for review and approval
* Mentoring committee to create a list of qualifications to use when reviewing those interested

**Mentoring Requirements –** The committee would like to offer a potential mentor meeting in Plymouth after the Wednesday class to generate more members and ultimately change our format to reduce load on committee members – Ideally requiring attendance to a minimum of 1 session per year per member. Incorporation of the regional associations will be addressed when the committee meets over the summer and has a chance to get input from other potential mentors.

**FY20 Calendar –** to be reviewed at their meeting over the summer after we hold Mentor Interest meeting in Plymouth.

**Next Meeting Dates**

* June 12th after wed class in Plymouth
* Summer working meeting in person will be required

**Next meeting agenda items:**

* Qualifications to become a mentoring committee members
* Qualifications to become a mentor / mentor hosting
* FY20 Calendar
* FY20 Roles & Responsibility positions