

**Bayshore Gardens Park & Recreation District
Policy & Procedures Committee Meeting Minutes
Tuesday; May 3, 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
Guests Attending: Adam Hange and Jenny Smetters.

Quorum established.

Agenda Items Discussed

- Addressed the Board of Trustee's request to remove redundant language about terms/period of lease in the Marina Vessel Slip Contract 1005C. Also recommended by Sharon was that these sentences defining the terms and date the lease begins and ends be placed before the calculations for payment. The recommendation was acceptable. This contract will go to the workshop to be reviewed and then on to the Board of trustees to be voted on.
- The Committee reviewed the Policy and Procedures book which also contains the contracts for the District before the District Office Manager posts the information on the District Website. After some discussion, there were several policies that are no longer used at this time, some that had wrong dollar amounts, and some nonessential policies and procedures that will not be put on the Website.
- The Marina Vessel Slip Deposit Contract 1005SDC was discussed to change the non-refundable date.
- There was some general discussion about the budget.

Meeting adjourned at 8:20 PM