

**Volunteer Coordinating Committee**  
Meeting Minutes  
January 14, 2021 7:00 PM  
Webinar: <https://zoom.us/j/97587454141>

**Present:** Gregory Hutchins, Hart Millett, Xuan Kong and Fang Yang

**Absent:** None

**Virtual Meeting Coordinator:** Matthew Murphy

**1. Opening**

Chair Hutchins opened the meeting at 7:04PM.

**2. Regular Business**

A. Approval of Meeting Minutes – The meeting minutes from the VCC’s December 03, 2020 meeting were reviewed. Mr. Millett moved to approve the meeting minutes on December 03. Mr. Kong seconded. Mr. Hutchins called roll:

Mr. Millett – aye

Mr. Kong - aye

Mr. Yang – aye

Mr. Hutchins – aye

The motion carries.

The meeting minutes from the VCC’s December 17, 2020 meeting were reviewed. Mr. Millett moved to approve the meeting minutes on December 17. Mr. Kong seconded. Mr. Hutchins called roll:

Mr. Millett – aye

Mr. Kong - aye

Mr. Yang – aye

Mr. Hutchins – aye

The motion carries.

B. Update on Committee Openings/Appointments – Mr. Hutchins gave an update on Committee member appointments made by BOS since last VCC meeting, status of pending volunteer applications, and committee/board openings.

C. Public Comments/citizens concerns - None.

D. Next meeting – The next meeting has not been scheduled.

**3. Interviews**

Discuss Application of Ann Corcoran for Recreation Commission (RC)

- Chair Hutchins recommended that VCC does not need to invite Ms. Corcoran for an interview because she has been a member on Commission on Disability for a long time and is the Chair until January 2021. She is a current member on Council on Aging and has also been a member for a long time. She served on Town Meeting Improvement

Committee. Mr. Kong moved to waive the interview for Ms. Corcoran. Mr. Yang seconded. Mr. Hutchins called roll:

Mr. Kong - aye  
Mr. Yang – aye  
Mr. Millett – aye  
Mr. Hutchins – aye  
The motion carries.

- Mr. Hutchins reported his communication between him, Lisa Tomyl and Ms. Corcoran as follows: Ms. Corcoran is a long time Acton resident. She felt that the elderly population was not adequately represented on RC. She is seeking to correct that absence. Mr. Kong moved to forward Ann Corcoran's name to the Board of Selectmen for further consideration to be appointed as a member of the Recreation Commission. Mr. Millett seconded. Mr. Hutchins called roll:

Mr. Kong – aye  
Mr. Millett – aye  
Mr. Yang – aye  
Mr. Hutchins – aye  
The motion carries.

#### **4. New/Special Business**

##### Discussion on the Draft of a Procedure for Processing Volunteer Applications

Mr. Kong summarized the purpose of the Procedure. VCC reviewed the revised version of the Procedure. Mr. Millett moved to approve the Procedure for Processing Volunteer Applications, Mr. Yang seconded. Mr. Hutchins called roll:

Mr. Millett – aye  
Mr. Yang – aye  
Mr. Kong - aye  
Mr. Hutchins – aye  
The motion carries.

#### **5. Adjournment**

At 8:02PM, Mr Kong moved to adjourn the meeting, and Mr. Yang seconded. Mr. Hutchins called roll:

Mr. Kong – aye  
Mr. Yang – aye  
Mr. Millett – aye  
Mr. Hutchins – aye

The motion carries.

#### **Documents and Exhibits Used During this Meeting**

- Meeting minutes for December 03, December 17, 2020.
- Application of Ann Corcoran.
- Procedure for Processing Volunteer Applications.