

# **Town of Sudbury Commission on Disability**

October 30, 20018

10:00 AM – 12:00 PM

Flynn Building (Silva Room)

278 Old Sudbury Road, Sudbury, MA 01176

## **AGENDA**

1. Designate member of commission to take minutes.
2. Review, amend (if necessary), and accept the minutes of the October 2, 2018 meeting of the Commission on Disability
3. Discuss open items noted in the minutes of the October 2<sup>nd</sup> meeting: record keeping, liaison to the Transportation Committee, Library Makerspace, liaison to the Sudbury and Lincoln Sudbury School System SEPACS, Open Forum procedure.
4. Appointment of a member of COD to the Master Plan Steering Committee
5. Information Technology Meeting and the development of the COD Website and future plans to use this tool to support the COD's mission.
6. Discussion/development of procedures to handle emails/phone calls. Discuss how to handle the backlog of phone calls.
7. Discuss of the Proposed By-Law revisions and developed a planned approach and timeline to review and adopted changes to these Bu-Laws and determine the procedure to have them approved and adopted.
8. Discuss the need to develop job descriptions for the leadership positions of Commission job descriptions to define responsibilities of commission members.
9. Discuss and develop a plan to recruit new members for the Commission.
10. Discuss and adopted a specific day of the month that the Commission will meet.
11. Determine what other Commissions and Boards the COD needs to meet with in the future.