

**SRRS Advisory Board
Royalton Town Office
November 28, 2018
Meeting Agenda
5:30 PM**

- 1) Vote the Agenda (5:30 – 5 mins)
- 2) Public Comments (5:35 – 5 mins)
- 3) Vote the Minutes of November 14th (5:40 – 5 mins)
- 4) Book Keeper's Reports (5:45– 20 mins)
 - Finances
 - Update on what how NEAB and a Collection Agency would mesh.
- 5) Shall we proceed to use a Collection Agency (6:05 – 5 mins)
- 6) Administrator Report (6:10– 30 mins)
 - a) Update on mailing of the Donation Request letters
 - b) How does the staffing schedule look for the next 2 months out?
 - c) Overall, how does staffing look? Are we in a good place or are we actively looking to add EMT's?
 - d) At the last AB Meeting we asked Steve to review the job description we presented at the time of his hire and to comment about what he might like to see changed, or to get better clarification, etc.
 - e) Any updates from Becky?
 - f) Other Administrator Items
- 7) Draft document outlining the parameters of the Administrative Committee. Gidget
(6:40 – 10 mins)
- 8) Timetable for getting the AB down to one meeting a month. Mary (6:50 – 5 mins)
- 9) Dec 5th Town Officer's *Meet and Greet* – Whose going, etc. Gidget (6:55 – 5 mins)
- 10) Adjourn (7:00 pm)

Next Meeting: Weds, Dec 12