

**VOLUNTEER COORDINATING COMMITTEE
THURSDAY, NOV. 7, 2013
BEDFORD TOWN HALL
9:30 A.M. FIRST FLOOR CONFERENCE ROOM**

AGENDA

1. Call to Order
2. Minutes – October 8, 2013
3. Old Business
 - a. Report on VCC recruitment activities at Nov. 4 Special Town Meeting.
 - b. Reports on contacts made to potential appointees and review of Vacancy Worksheet with possible recommendations to the Selectmen for filling various vacancies.
 - c. Draft proposal of criteria for VCC use in evaluating applicants for Finance Committee, based on discussions at past VCC meetings.
 - d. Possible recommendations to Selectmen and Charter and Bylaw Review Committee (CBRC) for charter and/or bylaw changes: See VCC's running list and defer for future discussion.
4. New Business
 - a. Meeting (or memo) from Assistant Town Manager Jessica Porter regarding her responsibilities on Affirmative Action monitoring and reporting.
 - b. Review all appointed boards, committees and commissions concerning Town Meeting attendance criteria.
5. Next Meeting Date
6. Adjourn