

COASC Policies and Procedures Document – Proposed Changes as at August, 2024.

Section 4.9 - Where is the phone list currently and who maintains it? (Secretary?)

5.2 – is this being adhered to?

5.3 – removed on what grounds – requires clarification.

5.5 - requires clarification.

5.6.4 – requires clarification

6.1.3 – requires modification to wording used.

Section 6.3.4

What database?

Where is it located?

This appears to be for archival purposes.

Section 9 – Operating Expenses - are all of these monetary values accurate?

Section 10 – Prudent Reserve - are all of these monetary values accurate?

Section 12 – COASC Travel Fund - are all of these monetary values accurate?

Convention:

Section 9.1.6 conflicts with Section 17.2

Is the retained seed fund \$3000 or \$4000? - Ashley to clarify?

Section 9.7.1 and 9.7.2 – should this be a function of an Outreach Committee?

Section 13.2 – requires review/update – currently \$4800

I will review with Nathan to ensure that this is up to date.

Section 14.1 – report submission – how and to whom – via e-mail to the secretary?

Appendix “A” – Start Kit Contents – review with Nathan.

Appendix “B” – complete as per Basic Text – Fifth Edition.

Appendix “E” - strike item #6 – not required.

Appendix – check for renaming – “E” was duplicated.

In summary I (still) think we need to create a PandP document for each sub-committee. I am willing to create initial versions of these documents and provide them to each sub-committee for review /

revision. This will allow a committee to have a document to provide to new members and to use as a quick reference as required.