

FINAL DRAFT

MEMORANDUM OF AGREEMENT (MOA)

BETWEEN THE SHELTON SENIOR CENTER

AND

SHELTON CHAPTER #3240 OF AARP, INC.

The following conditions and requirements constitute the subject MOA in regards to the Shelton Chapter #3240 of AARP, Inc., being allowed to hold its membership and Board of Director meetings at the Shelton Senior Center.

- Item 1.** That the Board of Directors meetings be held nine times per year, on the second Tuesday of the months of Aug., Sept., Oct., Nov., Jan., Feb., Mar., Apr., and May.
- Item 2.** That the Board of Directors meetings will be held in the Conference Room of the Shelton Senior Center.
- Item 3.** That the membership meetings will be held eight times per year, on the third Tuesday of the months of Sept., Oct., Nov., Dec., Jan., Feb., Mar., Apr., and May.
- Item 4.** That the membership meetings will be held in the Bingo Room of the Shelton Senior Center.
- Item 5.** The meetings will commence at 1:30 PM and will end in time for the rooms to be returned to their pre-meeting conditions, (including leftovers, coffee pots, etc.) and vacated by 4:00 PM for the Board Meeting and by 4:15 PM for the membership meeting.
- Item 6.** It is agreed that the Senior Center will provide cabinets for storage and a receptacle for disposable plates and eating utensils used during the membership meeting.
- Item 7.** On membership meeting days, the Bingo Room will be available for meeting set up and preparation at 1:00 PM.
- Item 8.** It is recognized that AARP members attending the meetings need not be members of the Shelton Senior Center.

