



CITY OF RICHMOND

Commission On Aging

Friday December 5, 2025; 10:00am-12:00pm
Richmond Memorial Auditorium, Farallon Room
403 Civic Center Plaza, Richmond, CA 94804

PRESENT: Michelle Hayes, Chair, Myrtle Braxton, Vice Chair, Bryan Harris, Secretary, Kiran Agarwal, Lorene Holmes-Dees, Gerry La Londe-Berg, Pat Young
ABSENT: Rose Brooks, Cate Burkhart, Bev Wallace
CITY STAFF: Kymberlyn Carson-Thrower (V), Carlette Vigil
CITY COUNCIL: Jamelia Brown
GUEST: Cordell Hindler, Regina Whitney, Jackie Alexander, Paula Burnett, Nadine Aregueza (I)

This meeting is being held in a wheelchair accessible location. To request disability-related accommodation to participate in the meeting, including auxiliary aids or services, please contact City Attorney's Office, ADA Coordinator, at 510-620-6509 at least five (5) business days before the meeting date.

RCOA MINUTES

- A. Welcome/Get refreshments/Meeting called to Order by Chair Hayes - 1010A**
- B. Roll call by Secretary Harris** Present 7, Absent 3 QUORUM YES
- C. Words of Inspiration & Acknowledgement for Christmas – by Michelle Hayes**
- D. Open Forum – Cordell Hindler announced the next Contra Costa City Mayor's Luncheon will be Feb 2 and it will be hosted in Richmond. Cost \$70pp, Location: TBA. The Richmond Chamber of Commerce will host their annual Christmas party at La Strada Restaurant in San Pablo on Dec 11. Paula Burnett introduced herself as a perspective member and a longtime resident of Richmond.**
- E. Council Liaison Update by Jamelia Brown:** *Councilwoman Brown apologize for her recent absence, between her new city duties and work schedule, it's been a challenge however she's very happy to be here and expressed that she'll be more involved in 2026. She's further noticed that she plans to work more closely with the Commission's executive board with get initiatives and proposals before the city council in 2026. Upon return from Winter Recess (12/17/25 - 1/6/26), she's planning a series of strategy meetings to discuss the Commission's immediate needs and to propose more funding support for the Commission's annual outreach and educational workshops including financial support for the annual Senior Winter Ball. She noted the last city council meeting for 2025 (12/16), retiring Police Chief Bisa French will be honored and invited the Commission to wish her well & good luck. Again, she thanked everyone for their support & patience during her transition into her new city council seat.*
- F. Tech Training Update by Steve Lipson:** *Steve announced that the Elder Tech Academy is now on Christmas break with classes (and new classes) returning after the new year. Dates to be announced via email, to stay tuned. He noted that Elder Tech will be donating raffle prizes made from class such as tee shirts, prints and tote bags, for the Senior Winter Ball. Steve further stated that AI is evolving daily and can be used now to strategize daily living. In closing, he reminded that the Brown Act revision will become effective 7/1/2026 however the hybrid protocols are still being worked out during the first part of the new year. More information will be provided later.*
- G. Review and Approve Minutes** M: M. Braxton, 2nd: G. La Londe-Berg APPROVED/corrections
- H. Review of Neighborhood Council Meetings (NCM) & events that commissioners attended – Cmr. Dees attending the May Valley NCM are thinking of changing the meeting days. Morningside Community Center needs an Air-conditioner. Cmr. La Londe-Berg announced that on 11/15, CERT did a presentation in CERT Training at the Mira Vista School. IN closing, Chair Hayes reminded the commissions that part of their duties would be to attend their NCM, to report and to bring back information to the Commission as it pertains to the Seniors that live in the neighborhood. She encouraged everyone to begin attending in the new year.**

- I. **Treasurer Report:** *Acting Treasurer Harris announced that during the 1st quarter, the total revenue was \$345.07 and total expenses were \$700.00. The expense was for the cost for DJ Sounds that was used for the 2024 Senior Winter Ball. In closing, the Commission's total balance is \$33,693.24 for the 1st qtr.*
- J. **Break – 1120A**
- K. **Report from COA Manual Committee –** *Cmr. La Londe-Berg announced that their next meeting will be 12/10 at El Jardin's Café. The review of the manual is still a work in progress, slow but steady.*
- L. **Action Items:**
1. **Staff Report: discuss Senior Winter Ball & tasks to complete and timeline**
 - **Caterer, decorator, flyers, letter & program book, etc., ads in book, ticket sales** – *It was discussed that both program ad sales and tickets sales were less than expected. It was suggested that we begin Ad sales earlier next year, in the month of September. Regarding ticket sales, due to the late Thanksgiving holiday being the last of November. And the shortness of early December calendar days, that many attendees had yet made plans for the holiday. Then it would be possible for ticket sales to pick up the week of the Senior Winter Ball. NOTE: during the staff report, Cmr. Harris (event coordinator) announced that he found a balloon decorator, who would provide an arch & backdrop to serve as a photo op area. He asked for a budget of \$200 to cover the cost of the materials as the decorator was volunteering her time. Unfortunately, due to poor ticket sales, the commission voted not to fund however Councilwoman Brown offered to create a donation fund to cover the cost.*
 - **Bartender license needed** – *Thanks to our community partners, RPAL (Larry Lewis) got the License, we will need to reimburse them \$80 (75 for the license & 5 for the money order fee).*
 - **What time to meet for decorating on Friday and day of SWB?** *Commissioners would arrive at 10:00A to decorate the tables and set the place settings. Cmr. Harris would arrive at 12 Noon and work with the high school students to finish the decorating. On the day of the Ball, all commissioners arrive by 4:30P. Set up the 50/50 table and finish any details as needed.*
 - **What time for caterers, servers, and bartenders arrive on 12/13?** *Per Cmr. Harris, the caterer & her team would arrive by 10A. He'll arrive by 3:30P to debrief with the caterer and meet the servers/escorts & firemen by 4:00P. The caterer will be doing training at 430. The bartenders would arrive by 330P.*
 - **Clarity of our responsibilities** – *To greet ALL our guests and to thank them for coming. To let the event coordinators and assign staff, including volunteers to do all the work that they hired to do. For the commissioners to relax and enjoy themselves.*
 - **Need vouchers for caterer, band, decorator.** *Per Cmr. Harris, this task is complete. That the vouchers are ORANGE colored tickets that the event coordinators will be passing out, in person.*
 2. **Public Communication Plan and Senior Survey – TABLED until next meeting**
 3. **Business cards or name tags and T-shirts decision – TABLED until next meeting**
 4. **Calendar of events for 2026 – TABLED until next meeting**
- M. **Announcements –** *due to New Years holiday, the next meeting will be Friday, January 9th, 2026.*
- N. **Adjourn – 12:30P**

NEXT MEETING: Friday, January 9, 2026. Farallon Room, Richmond Auditorium, 10:00A – 12:00P