CITY OF RICHMOND  
Commission on Aging  
Friday, January 17, 2020 10 AM  
Recreation Complex, 3230 Macdonald Ave., Richmond, California  

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

AGENDA – Executive Committee Meeting

1. Call to Order
2. Roll Call
3. Open Forum

4. Staff Report: A. Income and Expenses of Senior Winter Ball  
   B. Request for Payment Vouchers for Unpaid Ads  
   C. Cost of Business Cards
5. Presentations, Discussions, & Action Items  
   Following discussion of each item, the Committee may vote to make recommendations to COA Members for approval at Regular Meeting:
6. Update 2020 Calendar of Events  
   1. Workshop in Auditorium – Date: April (TBD) Coordinator:
   2. Workshop outside Auditorium – Date TBD Location TBD Coordinator -
   3. Bus Trips – 1. Trip to Regional Park in April – Coordinator – Walker  
      2. Casino Trip in July Details pending
      A. Select Give Aways for tabling  
      B. Prepare schedule of times to staff Booth (table)
7. Discuss Membership in West County Coalition
8. Discuss Membership in Richmond Chamber of Commerce  
   A. Discuss payment of breakfast for one COA member  
      1. Who should attend?
9. Discuss sending thank you letters to Organizations and people who placed Ads in Program Book, with copy of Book.
10. Review Attendance of Commissioners the last 12 months.
11. Review Commissioners Assignments
12. Discuss Business Cards and who should receive Business Cards
13. Discuss purchase of Tshirts and Jackets for new member(s)
14. Review forms for submission of request for reimbursement.  
   A. Using Department’s Credit Card for large purchases  
   B. Vendor Numbers
15. ADJOURN
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AGENDA – Regular Commission Meeting

8. Review Commissioners’ Assignments
9. Commissioners’ Report on Meetings Attended since last COA meeting.

Scheduled Meetings
a. Commission Regular Meeting – Friday, February 7, 2020 10:00 AM,
   City Hall, 450 Civic Center Plaza, 1st floor, Conference Room 112
b. Executive Committee Meeting, Friday, January 17, 2020 10 AM, Recreation
   Complex, Macdonald Ave.

Members:
Myrtle Braxton
Chair
Beverly Wallace
Vice-Chair
Valerie Robinson
Secretary
Naomi Williams
Correspondence Secretary
Rose Brooks
Treasurer
Frances Smith
Member
Timothy Walker
Member
Paul Dees
Member
Dr. Joyce Whitfield
Member
Cate Burkhart
Member
Michelle Hayes
Member
Kiran Agarwal
Member
(Vacant)
Member

COMMUNICATION ACCESS INFORMATION:
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