

# 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**

### Members:

**Myrtle Braxton**  
Chair

**Beverly Wallace**  
Vice-Chair

**Valerie Robinson**  
Secretary

**Naomi Williams**  
Correspondence Secretary

**Rose Brooks**  
Treasure  
Member

Frances Smith  
Member

**Timothy Walker**  
Member

**Paul Dees**  
Member

**Dr. Joyce Whitfield**  
Member

**Cate Burkhart**  
Member

**Michelle Hayes**  
Member

**Kiran Agarwal**  
Member

**(Vacant)**  
Member

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
  4. Sisters in Solidarity – 3/7/20
    - A. Select Give Aways for labeling
    - 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***



### **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

### **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, 1<sup>st</sup> floor, Conference Room 112
- b. Executive Committee Meeting, Friday, January 17, 2020 10 AM, Recreation  
Complex, Macdonald Ave.

#### **COMMUNICATION ACCESS INFORMATION:**

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