

CITY OF RICHMOND

Commission on Aging

Friday, October 4, 2019 8:30 AM

Pt. Richmond Community Center
139 Washington Ave., Richmond, CA 510-233-6881

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 – ANNUAL COA RETREAT MEETING



Members:

Myrtle Braxton
Chair

Beverly Wallace
Vice-Chair

Valerie Robinson
Secretary

Naomi Williams
Correspondence Secretary

Rose Brooks
Treasurer

Bernadette Garcia-Roger
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. Goals & Purpose of Retreat

4. Introduction of Guest / Open Forum

5. Remarks

- a. City Council Liaison Eduardo Martinez
- b. Director Rochelle Monk / City Staff Kymberlyn Carson-Thrower

6. Staff Report

- a. Update of preparation of new Membership List & Attendance Report Form
- b. Review / Update COA Operations Manual
- c. Update on Contracts for Senior Winter Ball
- d. Review COA Brochure for changes if needed

7. Presentations, Discussions, Action Items, & Chair Reports

Following discussion of each item, the Commission may vote to make recommendations to staff or to the City Council.

- a. Review & Approve Minutes
 1. Approve Minutes of September 6, 2019
- b. Discuss & Plan 2020 – 2021 Calendar
 1. Commission Leads for Events / Workshops
 2. Excursions / Bus Trips
- c. Discuss & Recommend COA Changes
 1. Quorum Ratio
 2. Absences (Calendar vs Rolling)
 3. Cell Phone Fines
- d. Review & Discuss Senior Winter Ball
 1. Date – COA accepted Saturday, December 21, 2019
 2. Entertainment – COA contracted Top Shelf \$3,300
 3. Admission Price – COA Committee suggested \$30
 4. Caterer Price \$13 per Plate (\$5,850) – Gaye Williams Menu:
Baked Chicken, Dressing, Green Salad w/ Dressing, Cranberry Sauce,
Green Beans, Rolls & Butter, Lemon Cake, Coffee, Tea. Estimated
Guest Count 450

Lunch & Picture Taking

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- e. Discuss & Approve Request for Support Snow Ball Scholarship Funding
 1. CSD Special Events Team sent a request to COA
- f. 2020 Officers
 1. Presentation of Slate – COA Nominations Committee
 2. Election of 2020 COA Officers Conducted by Staff
 3. Swearing in of elected 2020 Officers – January 2020
8. Review Work Plan & Activities
 - a. Review of 2019 activities calendar
 - b. Review of 2019 excursions / bus trips
9. New Business
 - a. Workshops outside the Auditorium - Volunteers to Plan Workshops:
 1. Huntington Senior Center
 2. Annex Senior Center
 3. North Richmond Senior Center
 - b. Letter of Intent to Continue - Clarification
 - c. Sworn In vs. An Original Wet Signed Oath for COA Members
 - d. Business Cards for COA Member
 - e. Procedure for handling - Emergencies during Events/Activities that may occur
 - f. Appointments to various City of Richmond Coalitions of COA Members - RE: Seniors
 - g. Certificate of Appreciation from COA

Adjourn

Scheduled Meetings

- a. Commission Meeting – Friday, November 1, 2019, 10:00 AM,
City Hall, 450 Civic Center Plaza, 1st floor, Conference Room 112

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