

CITY OF RICHMOND

Commission on Aging

Friday, February 7, 2020, 10:00 AM

Richmond City Hall, Room 1, First Floor, Civic Center Plaza

**MINUTES – Regular Commission Meeting**



**Members:**

**Myrtle Braxton**  
Chair

**Dr. Joyce Whitfield**  
Vice-Chair

**Naomi Williams**  
Secretary

**Michelle Hayes**  
Treasurer

**Timothy Walker**  
Member

**Rose Brooks**  
Member

**Paul Dees**  
Member

**Beverly Wallace**  
Member

**Cate Burkhart**  
Member

**Kiran Agarwal**  
Member

**Frances Smith**  
Member

**(Vacant)**  
Member

**(Vacant)**  
Member

**1. Call to Order: 10:04 AM**

**2. Roll Call:**

**Present:** Myrtle Braxton, Beverly Wallace, Rose Brooks, Naomi Williams, Cate Burkhart, Timothy Walker, Kiran Agarwal, Michelle Hayes, Dr. Joyce Whitfield

**Absent:** Paul Dees, Frances Smith

**3. Introduction of Guest / Open Forum:** Cordell Hindler, Richmond Resident reported that Richmond Rotary Club Lunch 02/07, El Cerrito Chamber 02/18, Government Alliance on Race 02/18. Guest: Maudie Moyd, Richmond Resident

**4. Staff Report on Income & Expenses from Senior Winter Ball**

a. See Attached Report

b. Outstanding payment for Ads: Fisher Reality \$200.00

c. Status of Business Cards: Ready to be distributed today

d. Update on Commissioners’ Vendor Numbers: Executive Members ONLY

e. Update on Black History and Senior Info Day (Commissioners’ Duties): Ticket Sales / Greeters / Tabling

f. Status of check for Kiwins (Pal Youth): KCT / COA needs to write short memo stating they want to donate to Snow Ball - November 1, 2019 **Discuss request for funding/support Snow Ball Scholarship Fund:** CSD Special Events Team sent a request to COA: A motion was made by Commissioner Burkhart and seconded by Commissioner Whitfield to support the annual snow ball scholarship with a \$250 donation & Youth Kiwanians –Motion made January 10, 2019 to donate \$200

g. Status of Orientation Manuals: Ready to be distributed

h. Commissioners’ attendance Feb. 2019 – Feb. 2020: Paul Dees has missed 4 Consecutive meetings

**5. 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**

A. Approve Minutes of January 10, 2020 - The Commission reviewed and approved the minutes of January 10, 2020, with a motion from Commissioner Burkhart and seconded by Commissioner Williams.

**b. Discuss / Review Activities 2020 – 2021 Calendar**

A. **\*See Attached Calendar**

**6. Chair Report: a. Review attendance policy**

**b. Report / Vote on Recommendations of Executive Committee:**

1. Introduce Elected Officials at all COA Events: **AGREED**

2. COA have table at Sisters In Solidarity 03/07/20: **AGREED**

3. Purchase T-Shirts for new members and purchase jackets after

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Member

new member has attended 3 meetings: **No T-Shirt or Jacket until 3 meetings**

**4. Purchase items to give away at COA table at events: COA AGREED on pens w/ lights and lip balm 500 each**

**5. Join West County Forum (Cost \$20 per Year): COA AGREED to pay for lunch for 1 COA member depending on topic**

7. Review Commissioners' Assignments: **\*Chair has all updates**

8. Commissioners' Reports (Meetings attended & other info for COA): **No Reports**

9. Executive Committee suggested that members send / deliver copy of Senior Winter Ball Program, Book to people/businesses/organizations that placed Ads in book: **COA Members to pick up books and deliver themselves.**

**Meeting Adjourned: 11:59 AM**

CSD Staff Liaison: Kymberlyn Carson-Thrower - (510) 620-6789  
[Kymberlyn\\_Carson-Thrower@ci.richmond.ca.us](mailto:Kymberlyn_Carson-Thrower@ci.richmond.ca.us)

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Special Events Calendar Planning  
2020

Month	Event	Event Date	Event Time	Event Location	Event Cost	Lead
February	Black History Experience	Saturday, February 29, 2020	1:00 PM – 3:30 PM	Richmond Memorial Auditorium	\$10 Adults	CSD
March	Pre-Planning Workshop	Wednesday, March 18, 2020	10:00 AM – 12:00 PM	Richmond Memorial Auditorium Bermuda Room	FREE	Cate
April	COA Ed Tour	Thursday, April 23, 2020	9:00 AM – 3:00 PM	East Bay Regional Arden Wood Park Fremont	50 SPACES	Timothy
May	Senior Info / Health Fair	Wednesday, May 13, 2020	9:00 AM – 1:00 PM	Richmond Memorial Auditorium	\$5 Breakfast	Bev
May	COA Sr. Night Out	Saturday, May 16, 2020	6:00 PM – 10:00 PM	Richmond Memorial Auditorium		Timothy
June	COA Educational Trip	Wednesday, June 17, 2020	9:00 AM - 3:00 PM	Old Sacramento	FREE Bring Spending Money	Michelle
July	COA Bus Trip	TBD	8:00 AM – 6:00 PM	*Need Quote & Insurance Cache Creek	\$40	Naomi
August	COA Dance Oldies	Saturday, August 29, 2020	6:00 PM – 10:00 PM	Richmond Memorial Auditorium		Joyce Tim
September	Health Workshop	Tuesday, September 22, 2020	9:00 AM – 12:00 PM	Richmond Memorial Auditorium Bermuda Room	FREE	Michelle Dr. Joyce
October	Annual COA Retreat	Friday, October 2, 2020	9:00 AM – 2:00 PM	Point Richmond Community Center		COA - All
December	23 <sup>rd</sup> Annual Senior Winter Ball	Saturday, December 19, 2020	6:00 PM – 10:00 PM	Richmond Memorial Auditorium		COA - ALL

**Additional Notes:**

**Need to discuss Band & Caterer for Senior Winter Ball and any other contracts or flyers that need to be made.**

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