

CITY OF RICHMOND

Commission on Aging

Friday, December 2, 2022, 10 AM

Senior Center Richmond, 2525 McDonald Avenue, Richmond, CA 94804

Myrtle Braxton-Chair, Vice Chair-vacant, Regina Whitley-Secretary, Rose Brooks-Treasurer

Bev Wallace, Naomi Williams, Kiran Agarwal, Cate Burkhart, Rina Baker, Michelle Hayes

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 City Attorney's Office, ADA Coordinator, at 510-620-6509 at least five (5) business days before the meeting date.

AGENDA

1. Meeting called to Order by Chair Braxton
2. Roll Call by Secretary Whitney.
3. Open Forum
4. Review and Approve Minutes of August 5, 2022, September 2, 2022, October 7, 2022, and November 4, 2022, Regular meetings
5. Staff Report: 1. Status/Review of Holiday Celebration Program Book 2. Cost for preparing the layout of Book 3. Cost to print 200 copies of the book 4. Staff Updates
6. Committee Reports – Action if necessary
 - A. Executive/Activities - Chair - Discuss/approve/finalize Holiday Celebration event:
 1. Table arrangements 2. Place numbers on tables. (Table numbers are on tickets of tables 10 thru 19) 3. Commissioners select the table (s) they want to be reserved. These table numbers should be written on the back of their tickets. Use numbers 1 thru 9. 4. Discuss how the Ticket stub is used. (List of dinner entrees prepared by Rose and Staff should only have to be used if the ticket stub has been changed or is missing. (Suggest no entrée card given if stub has been changed or does not agree with the prepared list. Their Entrée is delivered after all meals are served). 6. Should the Caterer prepare and place Take Out boxes at late arrival seats (or wait until dinner is requested by late arrival)? 7. How will Caterer know the entrée choice of late arrivers? 8. What time should doors be opened? People should be allowed to enter at any time as their table number will be on the back of their ticket. Plus there is no place to wait. 8. Time Commissioners should arrive at Auditorium 9. Are any other details that need to be covered?
7. Finance – Treasurer – Chair Brooks – Commission Fund Balance as of December 1, 2022
8. Emergency Committee Reports if any
9. 9. Adjourn

Community Services-Recreation Staff Liaison: Kimberlyn Carson-Thrower - (510) 620-6789

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