

CITY OF RICHMOND

Commission On Aging

Friday, October 6, 2023; 9a – 2p

**Richmond Memorial Auditorium, Farallon Room, 403 Civic Center Plaza,
Richmond, CA 94804**

Michelle Hayes, Chair, Myrtle Braxton, Vice Chair, Regina Whitney, Secretary, Rose Brooks,
Treasurer, Bev Wallace, Naomi Williams, Kiran Agarwal, Cate Burkhart, Darlene Drapkin, Bryan Harris

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 ANNUAL COA RETREAT MEETING

- 1. Meeting called to Order by Chair Hayes**
- 2. Roll Call by Secretary Whitney – 5 minutes**
- 3. Goals and Purpose of Retreat**
- 4. Open Forum – 5 minutes**
- 5. Liaison to COA, Vice Mayor, Gayle McLaughlin – 10 minutes**
 - A. Updates and other information**
- 6. Staff Report: Department updates - 10 minutes**
 - A. Review of Commissioners Attendance Record of past 12 months**
 - B. Updates on Senior Winter Ball (flyers, tickets, brochures, caterer, etc.)**
- 7. Chair Reports – 20 minutes**
 - A. Finance – Treasurer - Chair Brooks**
 - B. Education – Chair Burkhart**
 - C. Health, Nutrition, & Senior Centers – Chair Whitney**
 - D. Transportation – Chair Agarwal**

E. Legislative – Chair Whitney

8. Discussions, Action Items – 30 minutes

- A. Review and approve minutes**
- B. Review COA Operation Manual**
- C. Review Brown Act overview**
- D. Discuss & Plan 2024 Calendar**
 - 1. Commission leads for events/workshops**
 - 2. Bus trips/ educational tour**

BREAK FOR LUNCH

9. New Business

- A. Restructure of Committees**
 - 1. Do we need all these different committees?**
 - 2. Replace or delete?**
 - 3. Business cards**
 - 4. Tee shirts**
 - 5. Invite others to become a commissioner**
 - 6. Branding of COA**

Community Services-Recreation Staff Liaison:
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