

# CITY OF RICHMOND

## Commission On Aging

**Friday, October 4, 2024; 9a – 2p**

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

Michelle Hayes, Chair, Myrtle Braxton, Vice Chair, Bryan Harris, Acting Secretary, Rose Brooks,  
Treasurer, Bev Wallace, Donna De Camp, Kiran Agarwal, Cate Burkhart, Lorene Holmes, Eric Mosely

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 Acting Secretary Harris**
- 3. Welcome new commissioners...introductions and say one goal you plan to accomplish as a commissioner for next year. – 10 minutes**
- 4. Goals and Purpose of Retreat – 5 minutes**
- 5. Open Forum – 5 minutes**
- 6. Liaison to COA, Council member, Gayle McLaughlin – 10 minutes**
- 7. Review COA manual – 20 minutes**
- 8. Break – 10 minutes**
- 9. Brown Act Refresher Training – James Atencio – 45 minutes**
- 10. Review and Approve Minutes – 10 minutes**
- 11. Staff Report: Department updates - 20 minutes**
  - A. Review of Commissioners Attendance Record of past 12 months**
  - B. Updates on Senior Winter Ball (flyers, tickets, brochures, caterer, etc.)**
  - C. Reconcile Account...need receipts for food spent at the Line Dance, Safety Summit.**
- 12. Special Recognition**
- 13. Election – Nominating Committee – 30 minutes**
- 14. Donation to Richmond Senior Center for coffee and supplies – 5 minutes**
- 15. Lunch Break – 30 minutes**

- 16. Review of our events this year and ideas for advertising, spend a lot of flyers and still no one attends... -10 minutes**
- 17. Open for Event Ideas and Discussion – 30 minutes**
  - A. Grip Harmony Walk – Commissioner DeCamp**
  - B. Honoring those who are 100 + years old planning – Commissioner Burkhart**
  - C. Co-sponsoring Richmond/West Contra Costa Housing Solution Conference – Gerry La Londe-Berg**
  - D. Presenters for November and December – Richard Diaz, Emergency Services Director**
  - E. Youth interns – Eric Mosley**
  - F. Transportation Awareness for Visually Impaired – Commissioner Argawal**
  - G. Create awareness for Senior homelessness – Commissioner Harris and Commissioner Mosely**
- 18. Discuss and plan 2025 Calendar – 30 minutes**
- 19. Announcements**
- 20. Adjourn**

Community Services-Recreation Staff Liaison:  
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