



# CITY OF RICHMOND

## Commission On Aging

**Friday September 5, 2025; 10:00AM-12:00PM**  
**Richmond Memorial Auditorium, Farallon Room**  
**403 Civic Center Plaza, Richmond, CA 94804**

COMMISSIONERS: Michelle Hayes, Chair, Myrtle Braxton, Vice Chair, Bryan Harris, Secretary/Treasurer, Rose Brooks, Bev Wallace, Kiran Agarwal, Cate Burkhart, Lorene Holmes, Gerry La Londe-Berg, Pat Young  
This meeting is being held in a wheelchair accessible location. To request disability-related accommodation 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.

### **RCOA MEETING AGENDA**

- A. Meeting called to Order by Chair Hayes (1 min)
- B. Chair to discuss Rules of Order (Timekeeper and speaking out of order)
- C. Roll call by Secretary/Treasurer Harris (2 mins)
- D. Council Liaison Update: Jamelia Brown (10 mins)
- E. Tech Training Update: Steve Lipson (10 mins)
- F. Open Forum (2 mins per person)
- G. Nominations Process
- H. Secretary/Treasurer Report (3 mins)
- I. Line Dance review and accounting from event - Co-chairs, Young and Alexander (10 mins)
- J. Sub-committee's Event Updates for Retreat; Health Summit; Safety Workshop (3 mins per committee)
- K. Discuss Senior Winter Ball and tasks to complete and timeline (10 mins)  
Need volunteers: caterer need 3 comparisons; bartender can call the person last year; program book, etc. (10 mins)
- L. Discuss creating budget for each of our events ongoing (5 mins)
- M. Break (10mins)
- N. Discuss ordinance process in operations manual (10 mins)  
The most updated Ordinance is what the commission must follow.
- O. Staff Report: (15 mins)
  - a. CSD/Recreation Department Updates
  - b. Rental Receipts completed and received
  - c. Calendar Updates
- P. Discuss items that need to be done in preparation for the Senior Winter Ball-ask for volunteers: caterer need 3 comparisons; bartender can call the person last year; etc. (10 mins)
- Q. Announcements (5 mins)
- R. Adjourn

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