



CITY OF RICHMOND

Commission On Aging

Friday October 3, 2025; 9:00am-2:00pm
Richmond Memorial Auditorium, Farallon Room
403 Civic Center Plaza, Richmond, CA 94804

COMMISSIONERS: Michelle Hayes, Chair, Myrtle Braxton, Vice Chair, Bryan Harris, Secretary, 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 RETREAT MEETING AGENDA

- A. Welcome/Get refreshments/Meeting called to Order by Chair Hayes
- B. Roll call by Secretary Harris
- C. Ice Breaker led by Commissioner Holmes (15 mins)
- D. Goals and Purpose of Retreat
- E. Each commissioner writes a note as to what went well and what needs improvement on the commission (no names, put in box to randomly select input for another time).
- F. Open Forum – 2 mins per speaker
- G. Council Liaison Update: Jamelia Brown (10 mins)
- H. Tech Training: Steve Lipson (10 mins)
- I. Review and Approve Minutes
- J. Safety Summit review and accounting from event/comments from commissioners who attended - Co-chairs, Braxton and Harris (10 mins)
- K. Updates on Senior Wellness Clinic & Nutrition Workshop – Harris (10mins)
- L. Break (10 mins)
- M. Action Items:
 - Discuss ordinance process in operations manual and the rest of the manual (20mins)
 - Nominations Process review ordinance and open the floor for nominations for Treasurer.
 - Need Ballot for members to vote. Nominations chair to count ballots and announce the winner. (10 mins)
 - Communication within our commission and discuss commission meeting process.
 - Public Communication Plan and Senior Survey.
- N. Staff Report: (15 mins)
 - Attendance
 - Reconcile our account
 - Business cards and t-shirts for commissioners?
 - Discuss Senior Winter Ball and tasks to complete and timeline - (10 mins)
 - caterer, decorater, bartender, flyers, letter and program book, etc.

- O. Review of Events for 2025
 - Grip Harmony Walk
- P. Lunch Break (30 mins)
- Q. Review of Events for 2026
- R. New Events and Ideas
 - The Lot: Downtown Food Court
 - Bus available for field trip/fund raiser until June 2026
- S. Announcements
- T. Adjourn

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

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