



# CITY OF RICHMOND

## Commission On Aging

**Friday November 7, 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, Rose Brooks, Bev Wallace, Kiran Agarwal, Cate Burkhardt, 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. Welcome/Get refreshments/Meeting called to Order by Chair Hayes
- B. Roll call by Secretary Harris
- C. Words of Inspiration & Acknowledgement for Veterans Day led by Commissioner Holmes
- D. Open Forum – 2 mins per speaker
- E. Council Liaison Update: Jamelia Brown (10 mins)
- F. Tech Training: Steve Lipson (10 mins)
- G. Review and Approve Minutes
- H. Fall into Wellness review and accounting from event/comments from commissioners who attended - Co-chairs, Hayes and Harris (10 mins)
- I. Review of other events that commissioners have attended (10 mins)
- J. Critique October retreat
- K. Break (10 mins)
- L. Treasurer Report: Commissioner Young
- M. Action Items:
  - Report from COA Manual committee
  - Communication within our commission and discuss commission meeting process.
  - Public Communication Plan and Senior Survey.
  - Business cards or name tags and T-shirts decision
  - Calendar of events for 2026 – secure rooms and events
  - Do we want to have a celebratory meeting in December?
- N. Staff Report: (15 mins)
  - Discuss Senior Winter Ball and tasks to complete and timeline - (10 mins)
    - caterer, decorator, bartender, flyers, letter and program book, etc., ads in book, ticket sales
    - Bartender and paper work needed
- O. Announcements
- P. Adjourn