



CITY OF RICHMOND

Commission On Aging

Friday December 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, Rose Brooks, Bev Wallace, Kiran Agarwal, Cate Burkhardt, Lorene Holmes-Dees, 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 Christmas
- 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. Review of Neighborhood Council meetings and events that commissioners have attended (10 mins)
- I. Treasurer Report: Commissioner Young
- J. Break
- K. Report from COA Manual committee
- L. Action Items:
 - Staff Report:
 - Discuss Senior Winter Ball and tasks to complete and timeline
 - caterer, decorator, bartender, flyers, letter and program book, etc., ads in book, ticket sales
 - Bartender license needed.
 - What time to meet for decorating on Friday and day of SWB?
 - What time for caterers, servers, and bartenders to arrive?
 - Clarity of our responsibilities
 - Need vouchers for caterer, band, decorator.
 - Public Communication Plan and Senior Survey.
 - Business cards or name tags and T-shirts decision
 - Calendar of events for 2026 – secure rooms and events
- M. Announcements
- N. Adjourn