



# CITY OF RICHMOND

## Commission On Aging

**Friday August 1, 2025; 10:00AM-12:00PM**  
**Richmond Memorial Auditorium, Farallon Room**  
**403 Civic Center Plaza, Richmond, CA 94804**

PRESENT: Myrtle Braxton, Vice Chair, Bryan Harris, Secretary/Treasurer, Lorene Holmes,  
Gerry La Londe-Berg, Pat Young

ABSENT: Michelle Hayes, Chair, Rose Brooks, Bev Wallace, Kiran Agarwal, Cate Burkhart

STAFF: Kymberlyn Carson-Thrower (ABSENT)

COUNCIL LIAISON: Jamelia Brown (ABSENT)

GUESTS: Cordell Hinder, Steve Lipson, Laura Hill, Jacquetta Alexander, Nadine Argueza (Intern)

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 NOTES**

- A. Meeting called to Order by Vice-Chair Braxton - 10:06AM
- B. Vice-Chair to discuss Rules of Order (Timekeeper and speaking out of order)
- C. Roll call by Secretary/Treasurer Harris – 5 Present, 5 Absent, we do not have Quorum
- D. Adjourn - 10:08 AM due to lack of quorum

### **OPEN MEETING for discussion per the Vice-chair, nothing to be voted on. – 10:09 AM**

- E. Tech Training Update: Steve Lipson – *Steve discussed Notebook LM, the latest version on AI featuring podcast, verbal chats and anything verbal related, basically create anything.*
- F. Open Forum – *Cordell Hindler announced wonderful news that Regina Whitney is on the council calendar to reinstate either at the 8/19 or 8/26 meeting. Reminder that the City Council's Mayors Conference will be 9/4 in El Cerrito, Cost \$70, and the Richmond Rotary will meet 9/19 at the Country Club, Charles Gerard will be the guest speaker.*
- G. Review and Approve Minutes - tabled
- H. Secretary/Treasurer Report - tabled
- I. Sub-committee's Event Updates for Line Dance; etc.

LINE DANCE – *per Pat Young, all is set to go just need some more volunteers to help.*

SAFETY SUMMIT – *per Bryan Harris, all vendors and speaker confirmed. Updated flyers & press release being released by September 5<sup>th</sup>.*

RETREAT – *per Secretary Harris, still awaiting on price quotes. Note: it was suggested by Pat Young and Gerry La-Londe Berg that the commission host a future workshop on CERT Training.*

*That the training be recorded & place on YouTube. It was agreed to discuss this at the October Retreat for the Commission's 2026 Calendar of Events.*

- J. Discuss creating budget for each of our ongoing events - tabled
- K. Discuss ordinance process in operations of commission
  - a. According to current ordinance no elections this year (elections every 2 years)
  - b. Chair appointment of Finance Committee since Treasurer position is not in the ordinances – *Per the Vice-chair, she announced that Chair Hayes has appointed Pat Young as Chair of the Nominating Committee. The Vice-chair asked Commissioner Dees and Secretary Harris to sit on the nominating committee. They agreed.*
- L. Review of COA Operation Manual Ordinance and Roles and Responsibilities section – *under the provisions of the current Bylaws, nominate & elect a Treasurer at the Retreat to assume the set of New Treasurer starting January 1<sup>st</sup> of the new year.*
- M. Staff Report: - *tabled, staff absent.*
  - a. CSD/Recreation Department Updates
  - b. Rental Receipts completed and received
  - c. Calendar Updates
- N. Any comments/changes to the calendar - *none*
- O. Discuss items that need to be done in preparation for the Senior Winter Ball - ask for volunteers: caterer - need 3 price quotes; bartender can call the person last year; etc.
- P. Announcements
  - *Pat Young announced that her Block Party event was successful, many vendors attended.*
  - *Commissioner La Londe-Berg asked that the commission set a draft for the annual plan for the COA to follow. This is equivalent to a monthly workplan. Suggest that we FIRST develop a survey so we can use the result to develop the annual plan. Secy. Harris and Cmmr. Young both agreed. Suggested that this too be discussed at the upcoming October Retreat.*
  - *Vice-chair Braxton, in a closing announcement stated that commissioners need to become more involved in on-going community events such as attending and reporting back to the commission. She suggested that commissioners attend other meetings like city council meetings, other commission meetings, housing meetings, other community centers in other cities and towns including senior living facilities. Lastly, commissioners need to meet their local legislators and ask them to become more involved with the Commission on Aging. We'll have MORE discussions on this at the upcoming October Retreat.*

**MEETING CLOSED – 11:58AM**

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