**Age Friendly Steering Committee Planning Session 6-21-19**

**Present:** Ty Nolan, Denise Malm (Wallingford CSC), Keri Pollock (Aging Wisdom), Kavan Petersen, Jon Morrison-Winters (ADS), Janice Tufte (NWUDC, Healthcare for the Homeless Network), Linda Hunt (Rebuilding Together Seattle), Amanda Frame (AARP), Juergen Buehring, Mary Snodgrass (Public Health), Staci Haber (KC Mobility Coalition/Hopelink), Maria Langlais (ADS), Sarah Demas (ADS), Brent Butler (ADS), Dolores Rossman, Cheryl Brown (Parks)

**Welcome and Introductions**

**Happy Solstice! Check-in question: what is one thing you are looking forward to this summer?**

**Context/Background**

Maria went over the need to build a strong, robust steering committee for Age Friendly that is well-connected to our other work. She shared a visual of how this fits into the other work of the Area Agency on Aging/ADS, and the other community groups we support. This assessment and process grew out of a need to better leverage our staff and other resources and connect our work.

Sarah and Maria proposed a vision for leadership, membership and roles/responsibilities for the Steering Committee and put these on flip charts around the room. Groups of 3-4 people congregated at each flip chart and had time for discussion and to make notes and record questions. These are the notes from the flip-chart exercise:

**Steering Committee Member Role**

Proposal: **(approved with one amendment – change “sign agreement” to agree to commitments of the role)**

* Attend all Steering Committee Meetings.
* Participate in one group, board, or event planning team
* Be open and transparent about your role and interests
* Serve as a voice of the Coalition in community
* Actively outreach to grow the Coalition
* Sign agreement

Notes and questions:

* Planning/approval for the workplan/oversight process?
* Intentional outreach
* Contact w/elected leaders
* Clarify expectation of participation in “one group”
* Look to community organizing models
* Why do we need people to sign an agreement?
* Attendance sheet? Roll call? Sign in? Who manages this?
* Who manages meeting minutes?
* Flexible attendance standards
  + Recognize outside contributions
  + Create robust SC structure that allows for turnover in meeting participation (inconsistent)
  + Provide remote access options (conference call/zoom)
* Formal agreement needed? Signature? Maybe less formal is ok.
* Maximum number of steering committee members – be flexible on this to allow representation/ right voices.
* Define meeting frequency
* Advance notification if absent. Inform another SC member about their function. Contribute off-line (how to do this?)
* Contribute to community groups e.g. ADS advisory council.
* Sign interest disclosure agreement( conflict of interest)
* Talking points “elevator pitch”
* Identify gaps in representation. How to reach out to community
* Connection to, or providing feedback to age friendly seattle?
* Time estimates? Volunteers vs. Staff – what is realistic to expect? Focus on work on existing Age Friendly Seattle plan
* Clearer relationship to committees

**Steering Committee Leadership**

Proposal: **(approved with one amendment – change to two community co-chairs)**

* Two co-chairs, one government, one community
* Two year term
* Sets agenda and facilitates Steering Committee

Notes and questions:

* Local government rep might be a challenge – use ex-officio?
* Will need staff support
* How are they selected?
* Could be time intensive – estimate for time commitment? How much will Age Friendly staff be supporting?
* Very critical to attend meetings
* Co-chair role – raise visibility, included to elected officials
* Devine roles of staff vis-a-vis co-chairs, specifically in regards to communication
* Leadership attends or designates community member to attend relevant board meetings, hearings, committees, town halls, community meetings, etc. (+electeds)
* Leadership tracks relevant meetigs
* Establish selection process for co-chairs (alternating years, knowledge transfer)
* Facilitate coalition meeting?
* What’s our budget?

**Steering Committee Purpose – Coalition Leadership**

Proposal: **(approved!)**

* Oversight for working groups
  + Align resources and opportunities
  + Ensure accountability to mission and values
* Serve as resources/ subject matter experts
* Plan and lead Coalition meetings
* Define operational structure, including member roles

Notes and questions:

* Oversight
  + Diversity – LGBTQ, color, hearing, blind, race, age, etc.)
  + Transparency
  + Conflict/disagreement raised w/ Coalition for discussion
* Resources/SME
  + Members on boards and committees
  + Use 8 domains as structure?
  + BORPSAT (bunch of right people sitting around a table)
  + Geographic representation
  + Business voice
  + AARP (what is their role?)
* Operational Structure
  + Accessibility
    - Conference call for all meetings available
    - Outside of downtown (Wallingford, AARP office, outside Seattle)
  + Fixed agenda and times
    - Storyboard
  + Reconsider # of coalition meetings per year
  + Rotate meeting locations
  + Oversight of Age Friendly Seattle work?
  + Discuss doing outreach
  + Meeting minutes
* Member roles
  + Members place themselves on relevant boards/committees across the county
  + Representation
  + Mechanism for communication of info – repository for sharing resources
  + Challenges with using work emails?
  + Facebook group?
  + Email? Text?

**Steering Committee Membership**

Proposal: **(approved with one edit – remove the size cap and revisit later)**

* “closed” (only committed members can vote, anyone can attend)
* Two year term
* Agree to membership commitment
* 5 to 12 members

Notes and questions:

* Staggered terms (rolling) so not an entirely new SC each turnover.
  + 3-4 year terms to start?
* 7 or 8 minimum members
* St meeting dates FAR in advance
* Balance time/logistics of diverse meetings locations – staff time, accessibility issues
* Not “closed” - open public meeting with public comment time?
* Rep of org or person?
* Add specificity to meeting attendance requirement – what happens if someone stops showing up?
* Self-assess group to see who is here and who is not. Do out reach intentionally to get the right people here. Make sure stakeholders are represented, diverse group
* Specificity around self-selection process
* Recruitment strategy
* Agreement/commitment - sign form (Andy Oden)
* Define voting/establish quorum (# of participants and representation)
  + Standard, participation, will member lose voting right?
* Determine representation standards (community, partners, city, county)
* Two year term – rolling or set?
* membership – include co chairs? ADS staff?
* Renewal allowed? How long?
* Balance of institutional knowledge vs. New voices
* Odd # or even for votes? Who breaks a tie?