**Agenda 7/19/19**

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| **Intros and Check-in**Present: Maria Langlais (ADS), Juergen Buehring (Community Member), Lind Hunt (RTS), Irene Stewart (ADS), Brent Butler (ADS), Mary Snodgrass (Public Health), Jim Wigfall (Sound Generations), Edna Diagre (Community Member), Joanne Donohue (Sound Generations)Check-in Question: What is your favorite summer pairing? |
| **Age Friendly Coalition 2.0, part III**Maria provided context and review of the agenda.Sarah reviewed decisions from 6/12 meeting and presented goals for today’s meeting. Work was broken out into three sections: Purpose/Role Commitments (What), Building the Team (Who), and Structure and Operations (How). Purpose/Roles and Expectations was decided in the last meeting, so we reviewed. The other two topics were the subject of this meeting.Review of Purpose/ Roles and Expectations:Purpose* Provide leadership to Age Friendly Coalition
* Provide oversight for working groups
	+ Align resources and opportunities
	+ Ensure accountability to mission and values
* Serve as subject matter experts/resources
* Plan and lead coalition meetings
* Define operational structure, including member roles

Member Commitment/Role* Agree to commitments of the role
* Serve as a voice of the Coalition in community
* Actively outreach to grow the Coalition
* Participate in one group, board, project or event planning team
* Attend all steering committee meetings
* Be open and transparent about your role and interests

The group then broke into two small groups to focus on the other two areas. **Table 1: Building the Team (Who)**Proposal* If you are here and interested, you’re in.
* Consider: geography (focus is King County-wide), age, disability status, race/ethnicity, subject matter expertise/sector.

Questions* Thoughts on the proposal above?
* Who in your small group will be a Steering Committee Member?
* Based on what you know, what is our outreach and recruitment plan?

**Notes from Small Group Exercise:**Divide the County into focus areas – North/South/East/Seattle.Consider urban, rural, underserved (low transportation access, high immigrant/refugee populations, etc.)Meet near or at Senior Centers in diverse areas – SESSC?Consider expertise (8 domains or 3 pillars – built environment, supportive services, information and communication)Members: Juergen (lives in Capitol Hill, interested in utilities and service provision), Linda Hunt (lives in West Seattle, background in housing and transportation), Joanne Donohue (co-lead!), Edna Diagre, Mary Snodgrass.Balance membership – no more than 40% staff like FEMA does.Outreach through virtual village network, other partners like healthcare organizations, care and service providers, nonprofits, suburban city staff contacts (alex – city of Bellevue)– who do they know? – this could help promote age friendly communities concept regionally.ADS staff should be resources, not members.Reach out to South King County service providers groupNeed a voluntary demographic assessment/”application” to disclose identities/where you live and work/subject matter expertise. Sound Generations has one they use for their board we can start from.How to address racial/ethnic representation?Important to onboard/welcome new members. Maybe have lunch with them? Create a factsheet?Outreach through food, music, social time, listening is important. Conversation and listening are key.Rural areas – reach out through existing contacts like senior center staff.Preparation is important – people want to feel listened to and included.Age Friendly happy hours all over the county!Nonprofits serving communities of color – who can they connect us to? Hard for people to show up always, but may know someone.Robin McClellan – Joanne can connect, knows lots of people.Quorum – who has to be present to make decisions? Can we call people afterwards to get thoughts? Always have a skype option!Brainstorm of benefits of membership – use for recruitment:What’s in it for you? Social inclusion, social time, networking, empowerment, learning and enlightenment, collaboration opportunities, cultural sharing. Partnership opportunity. Share resources for bigger impact. Work is upstream of service provision – chance to change the conversation about aging.**Table 2: Structure and Operations (How)**What we know:* Steering committee Co-chairs
	+ Set agenda and facilitate Steering Committee meetings
	+ 2 co-chairs, both community members
	+ 2-year term
* Steering Committee Member Terms
	+ Agree to Member Commitments
	+ 2-year term
	+ “closed” – anyone can attend, only members can vote
* Staff will support with:
	+ Notes, room booking, meeting facilitation, communications, etc.

Questions for Group:* How should we select co-chairs?
* What should be the location and frequency of meetings?
* What is our decision-making process?

**Notes from Small Group Exercise:**Don’t like the word “closed”. Instead, establish guidelines:* Public meeting
* Non-members can attend and speak to agenda topics during designated open comment time,
* Facilitators exercise judgement about how and when to invite additional comment.
* Only SC members may vote.

Co-chair selection:* Should be someone already active in SC.
* Nominating committee? Eventually
* Communicate opportunity, timeline for decision/selection of co-chairs
	+ Determine interest, if more than 2, SC votes?
* Temporary co-chairs now, while process is communicated to entire Coalition. “Permanent” co chairs selected, start maybe in January.
	+ Important to have a time limit on interim and date in mind.
	+ How many will be participating in SC?
	+ Chair ideas – HSD Interim?

Meetings:* Monthly SC meetings always same day/time
* Location – usually downtown (SMT, chinook bldg.), 2-4meetings in neighborhoods each year.
	+ Maybe 2 in S King County, 1 north king county, 1 east king county – PR opportunity.
	+ With focused agenda for venue – focus on local issues.
	+ Consistency re: movement. i.e 1st meeting of the quarter off-site, regular community center locations in each area.
	+ Marketing = work that matters for people who care

Decision-making process:* Concensus 2/3. Thumbs up, down, sideways.
* If a problem, then can revert to Roberts Rules.
* Members reserve right to call the question.
* I-pager on process for reference – most commonly used/needed.

Report out, Discussion and Decisions |
| Next Steps* Next Planning meeting 8/1/19, 9-10 AM. Location TBD or skype
* Next Steering Committee meeting TBD
* August Coalition meeting cancelled, will re-launch this fall.
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| Check-out – review commitments, action items |