Minutes

Action Items below are in **bold text**.

Welcome and Introductions

Present: Edna Diagre, Michael Weinstein, Lenny Orlov, Juergen Buehring, Joanne Donohue, Dori Gillam, Sarah Demas, Linda Hunt, Maria Langlais, Alan Knue, Janice Tufte, Amanda Frame, Gaynell Walker

Note from introductions: Aging Initiative – national initiative – Janice recommends looking into this. Institute on Aging, Hartford Foundation. Link: <https://www.johnahartford.org/age-friendly-health-systems-initiative>.

Update on Steering Committee Onboarding and Recruitment process

* Group looked at the updated demographic/intake form. Edits were made after discussion at November SC meeting.
	+ More conversation about this version = another round of minor edits.
	+ **Sarah will update and send out via email.** OK to weigh in/approve via email, don’t need a formal adoption process.
* Review of Outreach Goals – adopted in November meeting. On hold until we finish Intake form and self-assessment of current membership.
* Onboarding Process – Group reviewed draft onboarding process and outline of New Member Packet materials. **New Member packet will be sent out via email with request for final edits. (Sarah)**
* **Notes from conversation on these three items:**
	+ Important to capture language needs, immigrant and refugee status. How to make sure people can fully participate.
	+ Add to form: will you need language interpretation? What language? Do you ID as disabled?
	+ Can we use LinkedIn for outreach? Linda has an article about board representation – will share with the group.
	+ Important to commit to be intentional with our outreach. Recruitment conversation will come later.
	+ Important to make sure we are clear that there might be barriers to participation for low income folks especially. Let’s try to offer honorariums, transportation cost, parking.
	+ OK to have onboarding process be informal for now.

Planning for 2020

* Group looked at the Planning Calendar developed by Irene, ADS Communications Manager. We used this as a starting point to map out AF Coalition events and gatherings for 2020, and participation in NWUDC, ADS Advisory Council and other events.
* Group agreed to keep food and fun as focus of any Coalition gatherings we do.
* Decision to convene the Coalition twice in 2020:
	+ One time in Spring (April? May?) for a neighborhood business district walk/ business door-knocking event to launch Age Friendly Business program. Start with a gathering/training, send folks out in teams, gather at the end, maybe with a meal or happy hour.
	+ One time In November or December for a year-end celebration/networking event like in 2019.
* Many other opportunities throughout the year to be involved/volunteer/attend events.
	+ Black History month events – Mayor Council on African American Elders
	+ February 27 Northwest Universal Design Council Forum on Wayfinding – with SDOT, Sound Transit, Lighthouse for the Blind. RSVP here: <https://www.eventbrite.com/e/nwudc-forum-on-pedestrian-wayfinding-tickets-91394398105>
	+ Monthly Age Friendly Coffee Hour events, hosted by downtown branch of Seattle Public Library in 2020 – third Thursdays. More info on the February event: <http://www.seattle.gov/Documents/Departments/AgeFriendly/CivicCoffeeHourFeb2020.pdf>
	+ Steering Committee co-chair Edna Diagre will be a guest presenter for students at Seattle Prep in March.
	+ AARP Lobby Day March 3 in Olympia. More info: <https://aarp.cvent.com/events/aarp-wa-lobby-day-at-the-capitol-olympia-3-3-20/event-summary-811f31798802401298b18267ce0b3702.aspx?dvce=1>.
	+ May is Older Americans Month, events in the works to celebrate.
	+ 2nd Annual Age Friendly Day at Seattle Sounders planned for June, not yet final. Planning is in partnership with AARP WA.
	+ July 22 ADA 30th Anniversary event at City Hall – in early planning with NWUDC and City ADA program staff but may include panel of people with disabilities and keynotes from Karen Braitmayer and Cyrus Habib.
	+ NWUDC installation at Seattle Design Festival Block Party in South Lake Union Park August 15-16. Will commemorate ADA anniversary and explore the festival theme “it’s about time.”
	+ September 25th Lifelong Learning Summit at Seattle Public Library main downtown branch. Daylong conference planned with keynotes and breakout sessions and lots of partners working in lifelong learning and related fields.

Quick updates from AARP:

* Renton Fitlot got a 3-year grant to activate park.
* Challenge grant application status update – pike place market secret garden project timeline extended due to construction challenges. Maybe a chance to do a field trip to check out the progress late February early march? Coalition event?
* 2020 AARP Community Challenge Grant application opening soon. Info here: <https://www.aarp.org/livable-communities/community-challenge/>

**Sarah will connect Michael and Alan via email.**

Next Steering Committee meeting is2/12/20, 10AM-12PM, Seattle Municipal Tower Room 5135 or skype:

[Join Skype Meeting](https://meet.seattle.gov/sarah.demas/18WDMQDZ)

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844-386-1200,,8805638# (US)                          English (United States)

Conference ID: 8805638