

Agenda for Ad Hoc Senior Advisory Committee Meeting
City Hall Chambers -Second Floor
 Tuesday, October 31,2017
12:00-1:30pm < NOTE CHANGE

Action	Time allotted	Who
Roll Call (1)	2 min.	chair
Acceptance of Oct 24th minutes	2 min.	chair
Discussion of Survey	15 min.	Elizabeth
Distribution Discussion		
Thank you campaign	30 min	Maxine
Survey	30 min	Joan
Set dates for next meeting	3 min.	chair
Establish Agenda next meeting	3 min.	Chair
Plan for determining needs pt 2 (focus(?)listening groups)	5 min	Elizabeth/Marilyn
Round Robin	5 min.	chair
Adjourn	1 min.	Chair

Needs Information gathering project by Senior Advisory Committee expanded Timeline
 Friday, Nov 3

 All information to the printer
 Ad and press release ready for the Sentry

Monday, Nov 6

 Thank you posters ready for distribution
 Thank you sign on Broadway at fire/police started?

Friday, Nov 10th

 Thank poster explained and date survey will be mailed Sentry ad (publish date Nov 17th)
 Publicity information prepared and distributed to South Portland Housing. (they do not
 get the Sentry)

Friday , Nov 17

 Nothing for Sentry for publication Nov 24
 Printer mails the survey

Friday, Nov 24 (unless Sentry has a change of date due to holiday)

 Ad reminding to mail in Survey (Dec 1st publish date)
 Publicity to Housing Authority reminding to mail in surveys

Dec 5 or Dec 12 preliminary count of returns and discuss what is next?

TO ACCOMPLISH THIS THE FOLLOWING SHOULD BE FINALIZED next week

Printing-

Oct 31-How are bills submitted-Susan(need detailed specifics from finance-for instance does our committee have an account number that needs to be on all bills? And what else to ensure proper payment-need info in writing best on finance letterhead)

OCT 31 Cover letter with Thank you logo and voting map ready-Elizabeth ?

Oct 26 ? Survey in word completed with Oct 24th edits-Elizabeth

Oct 31 Return Envelopes-will printer supply and print them(?)-Joan

Oct 31 Do we have approval to have them sent to 25 Cottage Rd? Susan or Maxine

Oct 31 Return postage-first class or account at PO and is process either way? Elizabeth

Oct 31 Check with printer about process for coordinating transfer of addresses from vendor to printer.
Joan

Oct 26-Nov 3-noon time Survey rewrite in senior friendly format- Elizabeth/Bernadette

Nov 3-Coordinate all info gets to printer-Joan

Thank- you Campaign

Oct 31-how many 8 ½ x 11 posters are being made-Maxine

Oct 31-has police sign been reserved for week of Nov 6th with change on Nov 10th to say Thank you Seniors-
Maxine

Poster distribution-Maxine

Oct 31-approval from city clerk to place posters in polling places? MB

Oct 31-voting day-who will post and take down posters? Where will they be placed?

Oct 31- what businesses and city building have agreed to put up posters (1)? Who is the contact person for volunteer to see? MB

OCT 31- who will volunteer to put up and take down posters? MB

OCT 31-How will volunteers get the posters to distribute? MB

Oct 31-time posters will be ready for pick up on Nov 6? MB

(1)-I assume SPHA will want at least 10 posters? (P Smith) and Friends of the Library will take 1 or 2? (I Eastman)?