

Minutes of Senior Advisory Committee April 10, 2018
City Hall Council Chambers

Meeting called to order by Maxine Beecher at 11:30

Roll call: Maxine Beecher, Susan Henderson, Marilyn Reilly, Kathy Babeu, Adele Edelman, Michael Danois, Mary Pelletier, April Carricchio, Elizabeth Holstrom, Sheila Szafran

Approval of last minutes: accepted.

Survey Update: Bernadette and work study students are inputting subjective data. We will accept no more surveys in mail. Mary scanned the last eight that had come in and notified Bernadette who will pick up.

Focus groups:

Focus Groups are scheduled for:

April 23, 6-8:30 pm Community Center Conf Rm. Facilitator, recorder Michelle

April 24, 10:30-12n City Hall Basement Conf Rm Facilitator, Phil Smith; recorder April

April 25, 10:30-12n City Hall Basement Conf Rm Facilitator Maxine; recorder Mary

May 2, 6-8:30 City Hall Basement Conf Rm Facilitator Adele; recorder Michelle

Eliz will ask her friend to facilitate a group as needed

Training Monday April 23 4-5pm in City Hall, Elizabeth will review facilitation with Phil, Adele, Maxine, her friend, April and Michelle. Having others trained will allow back up if need be.

Food:

Adele has obtained a letter from the city to obtain donation of food and water from Hanniford. Adele will be away, so pick up needs to be coordinated in her absence. Maxine will bring coffee, caf and decaf and cups, (Mild and sugar?)

April will ask her chef about provided cupcakes!

An event management group will be established to set up food, bring handouts, name tags, easels and pads,

Inviting participants

Kathleen's provider did not get back to her. .

Participants will need to be formally invited and confirmed.

Plan to call providers:

Because we need to fill ten slots on each of four days, we will need to identify when slots are full. This could be done on Google but it may be easier just to have one person call at a time and record on an Excel sheet who is available and when and then pass sheet on to each caller.

Eliz made an Excell Template, Sue will put in name and numbers, people will fill in as they call.

Call schedule:

Weds Sue 9-10

Michelle 10-1

Adele 2-3

Thurs Sue 9-11

Michelle 1:30- 3:30

Kathie 4-5:30

April and Sheila as needed

Resources: Guide provided by Kathleen today (Resource Information, City of South Portland Social Services plus the Maine Aging Resource Directory will be adequate.

When actions addressed, will request that link to resources by directly on initial web page for city.

Other Comments

It was suggested it would be nice to thank students for their contribution. A certificate of appreciation was suggested plus perhaps something with the city logo.

Agenda for next meeting

Look at focus group results so far, what is needed for future

Next Meeting.

We can change date to first Tues of month so that Joan not shut out. We will next meet on Tues May 1, same time and place