

Agenda for Ad Hoc Senior Advisory Committee Meeting  
**City Hall Chambers-2<sup>nd</sup> floor**  
 Tuesday, October 24, 2017  
 12:30-1:30pm

Action	Time allotted	Who
Roll Call	1 min.	chair
Acceptance of Oct 17th min., if ready	2 min.	Chair
Refresh Timeline and Refine Dates/Deliverables for Volunteer Discussion (Long White Visual Chart)	30 min.	Elizabeth/Susan
Set dates for Nov/Dec meetings	5 min	chair
Set up for Volunteer Meeting, greet early arrival	20 min.	chair
Establish partial agenda for next meeting	2 min.	chair

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**City Hall Chambers-2<sup>nd</sup> floor**

Tuesday, October 24, 2017

1:30-2:30pm

Action	Time	Who
Introductions	10 min	chair
Review 8 Domains and Survey Questions	20 min	Elizabeth
Review Distribution Plan and Thank You Campaign	10 min	Joan/Maxine
<p>Ask Volunteers to sign their names to areas of interest:</p> <ul style="list-style-type: none"> <li>• Publicity</li> <li>• Survey Testing</li> <li>• Plan B – Manual Distribution, if Mail-In results are &lt;550</li> <li>• Coordinate a Focus/Listening Group Discussion</li> <li>• Data Entry</li> <li>• Data Analysis / Qualitative Analysis</li> <li>• Data Reporting</li> <li>• Communications – Press Releases, Articles, Promotion, Community, Social Media</li> <li>• Resource Identification – Collect and Organize Data</li> <li>• Research and Literature Summarization for Draft Proposal (Linking National, Regional and Local trends)</li> </ul>	10 min	Elizabeth
Finalize Timeline and Next Steps	2min	chair
Finalize Agenda for next meeting	2 min	chair
Final comments-roundtable	6 min	chair
Adjourn		chair