



**Commission on Aging (CoA) - Executive Committee Meeting Notes**

**Monday, February 28, 2022 12:00-1:00pm**

Meeting location: ZOOM Virtual Meeting

Executive Committee Members Present: Karen Coppock, Patty Clement, Monika Lee

Commissioners: Maria Barr, Liz Taylor

Staff: Anna Sawamura

Discussion Items	Notes / Discussion / Next Steps
1. Call to order	Meeting was called to order by Chairperson Coppock at 12:00pm.
2. Review and February 28 <sup>th</sup> Exec. Agenda	First Vice Chair Lee motioned to approve the agenda with edits. Second Vice Chair Clement seconded the motion. Motion passed.
3. Review and approved notes from February 3rd meeting.	First Vice Chair Lee motioned to approve the notes with edits. Second Vice Chair Clement seconded the motion. Motion passed.
4. Review and approve February 14th General Meeting minutes.	First Vice Chair Lee motioned to approve the minutes with edits. Chairperson Coppock seconded the motion. Motion passed.
5. Review and approve March 14 <sup>th</sup> General Meeting agenda	Second Vice Chair Clement motioned to approve the agenda with edits. First Vice Chair Lee seconded the motion. Motion passed.
6. Review Committee Notes	Committee reviewed the notes provided. The RAC committee and Ad Hoc Help @ Home Resource Guide Committee have provided final edits. Staff will be working on the translations and printing this month.

7. 2022 Presentation Schedule	The Committee reviewed the schedule with the following being confirmed: April: Age Friendly May: CoA Annual Report June: Pride Month Presentation July: Sam Trans Presentation August: Recess September: Open October: Building Relationships November: Open December: Recess
8. 2022 Executive Committee Meeting Schedule	Committee members agreed to change the meeting schedule. The Executive Committee will now meet on the first Monday of the month from 12:00-1:00pm. Chairperson Coppock will include this change in her Executive Committee report at the general meeting.
9. Retreat Planning Discussion March 31 <sup>st</sup> 9:00am-1:00pm	The Committee discussed goals of the retreat, agenda, inclusion of more information on the needs assessment and the Master Plan for Aging, importance of celebrating the successes of the CoA...the ad hoc committee will meet to finalize content and to meet with Gladys Balmas to review logistics and her role as facilitator of breakout and group discussions.
10. Letter to BoS in Appreciation of Funding to Support the Continuation of Age Friendly Work	Anna announced that the letter was sent to the BoS. Chairperson Coppock thanked the Exec. Members for quickly working together on this submission.
11. Announcements	Anna announced that the Age Forward Coalition of San Mateo County, New Beginnings Coalition would like to include the CoA in holding a presentation from the Stanford Center on Longevity. They have released a new "Map on Life." Anna will gather more info to share at the next meeting.
12. Adjournment	Meeting adjourned at 1:00pm.

NEXT CoA EXECUTIVE MEETING: April 4, 2022

NEXT CoA GENERAL MEETING: March 14, 2022



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