

ELDERS COMMITTEE MEETING MINUTES – Approved at the 02/23/23 Meeting

DATE: Thursday, January 26, 2023

LOCATION: Online (Zoom)

MEETING TIME: 7:00 p.m.

COMMITTEE MEMBERS PRESENT: Diane Albino, Jain Elliott, Nancy Hafner, Heather Kent, Kay Kintzley, Robert “Mouseman” McCarthy, Ann Rogers

COMMITTEE MEMBERS ABSENT: Michael James Long, Eric Nicholson

BOARD LIAISONS PRESENT: Kevin Levy, Ann Rogers

OTHERS PRESENT: Roberta Austin, Maida Belove, Alan Cohn, Darlene Colburn, Lisa Cooley, Peggy Day-Fitzgerald, Kehn “mambo” Gibson (facilitator), Carolyn Gsell (scribe), Percy Hilo, Paxton Hoag, Chris Howe, Robert Jacobs, Jon Pincus, Jorjan Plimmer, Jerry Shultz, Jon Steinhart, Cathy Sutton, Rick Valley

5 of 9 committee members present constitutes a quorum.

Agenda:

Announcements and Introductions

Approve October and November Minutes – Carolyn

New Elder Applications up for approval – Roberta

Elder wristband Report – Nancy

Elder Events Subcommittee Report – Kay/Lisa C.

Listserv manager assistant needed – Carolyn

Annual Checklist request from Committee Best Practices – Carolyn

New Timeline subcommittee update – Mouseman

Unpacking Committee Best Practices requirements - Carolyn

Announcements & Introductions

- Lost and found – two items were left at the holiday party: a fork and a spatula. Contact Carolyn to claim.
- Carolyn introduced Cathy Sutton. Cathy is sitting in on the meeting to observe, with an eye on facilitating the next couple of meetings. Cathy said that she attends the fair during the daytime hours and has been looking for a way to give back. She has facilitation experience in her role as a Project Manager for technology companies.
- Mambo asked everyone to use the chat for raising hands, and for phone-in people to make a verbal request to get in the speaking que.
- Kevin Levy introduced himself as our new Liaison. Ann also announced she is our other liaison.
- Diane asked that at the next meeting we consider changing our regular meeting time from 7-9 to 6-8.

Approval October and November minutes - Carolyn - 5 minutes

- Mouseman made a motion to approve both the October and November minutes, Ann seconded. The motion passed 5 – 0 (Diane, Nancy, Heather, Mouseman, Ann, voted in favor. Jain and Kay arrived after the motion was passed).
- Carolyn asked if unapproved minutes should be posted to the .net site. The Oct. and Nov. minutes haven’t been available for multiple months due to lack of quorum at the November meeting and no meeting in December.

The overall consensus is that NO, unapproved meetings should not be posted. However, a summary of the meeting would be helpful to the board and the membership. Jain said that this is how LUMP handles unapproved minutes.

The agreed upon procedure was for the scribe to produce a summary along with the first draft of minutes and wait one week for the committee to weigh in, after which the summary can be send to the board and posted to the Wonderful Elders listserv.

New Elder Applications up for approval – Roberta

A screen share was presented listing all of the Elder applicants that Jenny and Roberta have vetted and are presenting for approval at the meeting. The applicants’ names are as follows:

Tim Nakayama	Diane Ottenfeld	James Hixenbaugh	Claudia Stevens
Rhonda Tuchscherer	Kim Donahey	Gary Dybevik	Deborah Bloom
Patricia Beckwith	Jim DeSantis	Tina DeSantis	Kaya Singer
Julie Koyama	Steven Mueller	Tom LoCascio	David Marglin
Alice Wheeler	Amber Coates	David Frederick	William Soule
David Friedman	Sylvia Shaw McKenzie	Chantel Murray	Michael Clothier
Jack Doyle	Natalie Harger	Chad Butler	Jill Liberty
Lynn Frances Jae	Mat Mixer	Marla Nortan	Aaron Long
Scott McClure	Jenny Root	Steven Oppenheimer	Gian Lyn Lindon

There was a total of 36 applicants that Jenny and Roberta researched. The committee was presented with each person’s current age, their work at the fair, and the total number of years each applicant volunteered.

Mouseman made the motion to approve all 36 applicants, and Diane seconded.

The motion passed 8 – 0 (the 8th vote being Kevin Levy, Board liaison).

Elder Wristbands Reports - Nancy - 5 minutes

Nancy reported that we will use MailChimp, an email list management software, at a discounted price to manage all the emails for managing wristband and pass communications. MailChimp allows for all emails to be sent at one time (compared to Gmail which limits how many emails can be sent at one time). MailChimp also reports bounce-backed, undeliverable emails. MailChimp also shows which emails have been opened. The first email will be the Questionnaire (what we have been calling the Letter of Intent), next will be the PRF (Pass Request Form) in April, and then a follow up reminder email. This will save the subcommittee a ton of time. Nancy mentioned that there is a possibility we could offer a digital payment system.

The cost of the software is coming out of our budget money (not the Elders “private” donation money), at approximately \$20 per month. We will only need to use the software for 5 months of the year. We don’t need to pay for the months we’re not using it. Jon St. is working with Kirsten and offered to work with Nancy to help streamline her process.

Nancy spoke about the budget. Last year we only spent 71% of our budget. Sandra was able to purchase extra items after the fair.

The budget is broken down into categories, and we can move money around. We can distribute it however we wish.

Diane would love to see us invest in an extra golf cart for transporting Elders to and from Meet and Greet. Nancy said that all golf carts are now organized via the Motor Pool.

Jon St. suggested that people who have needs, such as Golf carts to and from Meet and Greet, generate a side discussion to put together a budget to cover this. Ann agrees with Diane that especially for Thursday, and even Wednesday, that we need access to a second golf cart to help address mobility issues. There were others who chimed in favoring an extra golf cart.

Could the Geezer Pleezer team work on the second golf cart idea?

Lisa Cooley shared that her Refer crew gets a golf cart and a gaiter. Her crew is required to stop and offer help to anyone who flags them down; anyone struggling along the paths. Lisa made the recommendation to have one gas-powered cart and one battery powered. Kevin L. knows Mark Masala and would be glad to discuss our golf cart issue with him. Ann, Kevin, and Nancy are willing to collaborate on this.

Elder Events Subcommittee Report - Kay/Lisa C.

Kay reported there are now 4 people on the Elder Events subcommittee: Kay Kintzley, Lisa Cooley, Molly Elliott, and Shirley Valentine. Kay proposed some selected dates for events:

- 1. Spring retreat May 5,6,7 Setup at 3 p.m. on Friday and clean up done by 5 p.m. Sunday. It's a potluck event with a small budget. Folks can feel free to attend Spring Fling.
- 2. June Meeting. Kay is willing to host that meeting. June 15, 4 p.m. – 8 p.m. Potluck (no budget other than a Bucks rental)
- Fall retreat: Sept. 15,16,17 (potluck with small budget)
- Spirit Walk - Full moon in October, Saturday the 28th. A twilight walk through the fair will start near the Hub. This event includes a potluck.
- Winter Holiday Party – December 16 – Alices is available. 9 a.m. – 10 p.m.
- Meet and Greet update – Alice's Firepit is already reserved. Setting up and taking down requires a lot of manual labor. There are a lot of items to carry with only carts. If there was a golf cart an hour or two before and an hour after that would greatly help.

Comments: Paxton said that Path Planning has Alice's for Sept. 17th. The scheduling conflict will be resolved outside of the meeting. Per Jain, the Spring Fling is May 5, the same day as our spring retreat, and Sept. 15, 16, and 17 conflict with Rosh Hashanah. December 16 is also the date for the WOW Hall party which occurs starting at dinner time. It was pointed out that the Path Planning meeting at Alice's on 17th doesn't require use of the building until noon.

We can be somewhat flexible with dates, but decisions need to be made asap because Alice's is in demand.

Gratitude for the events volunteers was widely expressed throughout the group.

Listserv manager assistant needed - Carolyn

Paul Compton needs help with the listserv. Jon St. is willing to assist.

Ann brought up that the Fair office is working on setting up an email address for all committees. Kirsten will attend the next Elders committee meeting to explain.

Annual Checklist request from Committee Best Practices - Carolyn

Committee Best Practices Working Group sent a letter to all committees. In that letter was a request to provide a set of information. This includes the list of who is on the committee and each member's contact info, plus facilitator and scribe information. Carolyn offered to write something up for approval by the committee. If it can't be ratified by email, we can ratify at the February meeting. The due date is 2/28/23.

New Timeline subcommittee update – Mouseman

Mouseman has the ball rolling. He has already spoken with Suzi Prozanski and Jerry Joffe. Jerry advised Mouseman that we need a team, a subcommittee. Paxton said he is willing to help, especially scrounging photos. Jon P. would also like to be involved. Paxton is unsure the original artist is available. Jerry J. has indicated that the original artist would be willing to act in an advisory position.

Paxton suggested to go back to the original artist to get a recommendation of who could take on the artistry for the new timeline. It was suggested to put the word out in FFN once we have some more background information from Jerry J. and the original artist.

Unpacking the list of Committee Best Practices – Carolyn

The letter we received from Committee Best Practices Working Group listed the Essential and Recommended Best Practices for OCF committees. A copy of this letter was sent to the ECOCF listserv. Carolyn proposed that a few of us meet to review the list.

Ann is willing to meet with Carolyn to go over the letter. Kevin and Jon P. would like to be involved as well.

PARKING LOT: Consider changing our meeting time to 6 p.m. – 8 p.m., rather than 7 p.m. – 9 p.m.

FEEDBACK

Kevin appreciated that we ticked off all the boxes to get things done.

Cathy appreciated that everyone was pulling in the same direction.

Jon St. stated that as a group we tend to get side-tracked. It would be good for someone to do a time check on agenda items.

Licia (who was not present) got a special mention of appreciation for her past facilitation work and years of dedication.

TO DO LIST:

- Write up a meeting summary to serve as interim information until meeting minutes are approved. – Carolyn
- Ann, Kevin, and Nancy to collaborate on extra golf cart for Elders' usage.
- Review proposed events dates to finalize at next committee meeting (Fall retreat dates conflict with Jewish holiday, but it is the only weekend available at Alices) – everyone
- Annual Checklist requested by Committee Best Practices Workgroup – Carolyn will send a draft to ECOCF
- Enroll more volunteers to assist with new Timeline (2010 – 2019)/ contact original artist – Mouseman
- Ann, Kevin, Jon P., Carolyn, (plus another committee member?) to review required and recommended best practices
- SEND PDF of Best practices manual to ECOCF listserv - Carolyn

The Meeting adjourned close to 9 P.M.

The next Elders Committee meeting will be Thursday, February 23, 2023, at 7 p.m. online via Zoom.

Minutes submitted by Carolyn Gsell