

## **BrooklineCAN Steering Committee Minutes August 15, 2018**

Frank Caro, Ruthann Dobek, Kathie Burnes, Elenore Parker, John Seay, Matt Weiss, Ruth Seidman, Roberta Winitzer, David Trevvett, Susan Granoff, Karen Fischer

### **1. Annual Meeting Update**

- a. Finalizing program booklet
  - i. Kathy Burnes reported the program book complete.
  - ii. Kathy Burnes takes responsibility for finalizing business list and including them in the program booklet.
  - iii. 50/50 Raffle
    1. Karen Fischer will lead and need people to staff activity.
    2. Elenore Parker will include announcement of 50/50 raffle in final email “blast” that will be distributed by John Seay.
- b. Plans for Age Friendly Business Panel Discussion
  - i. Matt Weiss will provide dates for a planning conference call.
  - ii. Frank Caro will send out invitation for conference call with Matt Weiss, Kathy Burnes and the panel members, Kyle Peranoski, Katherine Tallman, Paul Saner and David Leshinsky.
- c. Photographer – John Seay and Kathy Burnes will act as photographers for the Annual Meeting.
- d. BrooklineCAN Committee Table Coverage – Per David Trevvett, do not use the word “committee” at tables, rather words such as “activities” or others.
  - i. LCAC Table – Lead is Susan Granoff
  - ii. Communications Table – Leads are Carol Caro and Ruth Seidman. John Sea provide Repair and Referral magnets.
  - iii. Membership Table and Education Table – Lead for both is Ruthann Dobek.
  - iv. Web Site and Monitor – John Seay
  - v. Greeters – Roberta Winitzer and Ruthann Dobek.
  - vi. Age Friendly Business Table – Lead is Jerry Feuer providing information on AFB firms and a computer.
- e. Communication with vendors regarding tables – To be handled by Frank and Julie.

- f. Recognition of former Steering committee members – To be handled by Frank, including four orchids for honorees.
2. Age-Friendly Business campaign update
  - a. Outreach prior to annual meeting – Team will press for applications prior to 8/31/2018 so the businesses can be included in the Annual Meeting.
  - b. Boston *Globe* article – Kathy Burnes will provide the article as an insert to the Annual Meeting program booklet.
  - c. Plans for table at annual meeting – Lead is Jerry Feuer providing information on AFB firms and a computer.
  - d. Proposal for Brookline Day – It was decided that the Brookline Day theme would be the Age Friendly Business campaign.
  - e. Report on Coolidge Corner Design Project (Institute for Human Centered Design) – Report by Frank Caro and Matt Weiss.
3. Participation in Brookline Day September 23 – At least four people are needed. Frank Caro, Matt Weiss, David Trevvett, and John Seay volunteered. People will be asked to identify age friendly features and specific age friendly businesses.
4. Request from Tom Mottle for liaison on use of C-NAP video-conferencing equipment.
5. Report on Use of JF&CS Grant Funds
  - a. Age-friendly parks brochure printed but missing.
  - b. Frank Caro to follow up on missing brochure and report.
6. Treasurer's Report
  - a. John Seay reported – BrooklineCAN is solvent and in the black.
  - b. Treasurer will give a "How and Why to Join BrooklineCAN" presentation at Annual Meeting.
7. Committee Reports
  - a. Finance – See Treasurer's report.
  - b. Education
    - i. 10/11/2018 – Aging with Wisdom
    - ii. 11/1/2018 – Creating A Legacy
    - iii. 11/7/2018 – The Healing Power of Music Therapy
    - iv. 11/14/2018 – New Ways of Thinking About
  - c. Communications – Report by Ruth Seidman
    - i. September newsletter is published and was distributed.
    - ii. Elenore Parker discussed the publicity plan for the Annual Meeting, including news release, WGBH, WBUR.
    - iii. Elenore Parker will interview David Leshinsky.
    - iv. Membership – Per Ruthann Dobek, no new Chair selected.

- d. Livable community advocacy committee & age-friendly city
    - i. Report on August 6 legislative forum.
  - e. Member volunteering – See Annual Meeting plans.
  - f. Repair and referrals – No new report.
8. New business
- a. Frank Caro informed committee of Valerie Fletcher at Human Centered Design on Portland Street in Boston.
  - b. Elenore Parker and Roberta Winitzer will follow up on CNAP Video Conferencing efforts.
9. **Next Meeting: Wednesday, September 26, 2018 at 3 pm.**