

MEETING MINUTES RAYMOND AGE FRIENDLY ASSESSMENT TEAM/STEERING COMMITTEE  
MAY 21, 2018

Attendees: Carol Fogg, Nancy Foran, Jess Fay, Sheila Bourque, Kathy Carpenter, Ginger Wallace, Judy Rand, Chase Rand, Susan Moore, Laurie Wallace

PLEASE NOTE THAT THE STEERING COMMITTEE AND ASSESSMENT TEAM MINUTES ARE COMBINED BELOW.

SURVEY DECISIONS:

1. Collection box installation

- The 3 “permanent” wood collection boxes will be ready by May 30<sup>th</sup>; Sheila will pick them up.
- They will be installed during the week of the survey implementation, as close to June 8<sup>th</sup> as possible. Below are the sites for the permanent collection boxes, and the individuals who have agreed to oversee the installation of the boxes, the collection of completed surveys and refilling of the location with new blank surveys.
  - Raymond Town Office – Chase R
  - Raymond Village Library – Sheila B (Susan M to pick up completed surveys, Carol F to input into computer)
  - Raymond Post Office – Laurie W

Carol F has offered to perform data entry for as many surveys as she can, after training. Each of the people inputting will number each of the completed surveys in a unique color for quick identification of status of input as well as providing a quick way to count paper surveys.

2. Collections will be made weekly from the sites and either input by the collector or given to Carol F to input.
3. On line surveys – the link to complete the surveys goes live on 6/8. This link will allow direct access to the survey, and will be available on the town, library and church websites. (There is also a “back door” point of entry to review the data collected via on line entry. This email must NOT be used by anyone to enter either their own or collected surveys, but is only to look at results. See Sheila B for email instructions.)
4. Following are the local sites at which posters or flyers will be placed advertising the survey, as well as the individuals responsible for placing them as close to June 8<sup>th</sup> as possible:
  - Nancy F – Raymond Village Church
  - Carol F – Maggie’s Hair Salon
  - Jess F – Village Donut Shop, Norway Savings, Windham Chamber of Commerce, Doggone Grooming
  - Kathy R – Mosquito, Redi-Care
  - Chase R – Port Harbor Marine, Ray’s Barber Shop, Pat’s Pizza
  - Sheila – Sebago Kayak Rental, Panther Run, Paris Farmer’s, Casco Library
  - Ginger/Laurie W – Dance Studio, Good Life, PNF, Avesta Housing, Mexicali Blues
5. The Windham Eagle is including a hard copy of the survey to all Raymond households with the June 8<sup>th</sup> edition. There will be an accompanying article in that edition of the Windham Eagle, based on interviews with Age-Friendly group members. Anyone interested in participating in the interview can meet on Thursday, May 31 at 5:00 pm at the Raymond Village Library.
6. Election Day is June 12 from 7 am – 8 pm at Jordan Small Middle School. A table (with an Age-Friendly tablecloth in addition to surveys and a box for completed surveys) will be set up in the polling station if possible. Jess F will reach out to Sue Look to verify that this is acceptable. Sheila B will provide pens, Jess F will provide clipboards. Following is the schedule so far; additional volunteers will be solicited at the June 11 General Assembly meeting.

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7:00 am – 9:00 am – Judy R and Susan M

9:00 am – 10:00 am – Kathy C

11:00 am – 1:00 pm – Carol F

Clean up – Jess F

OTHER BUSINESS:

1. Susan M and Laurie W will coordinate an initial meeting with Fire and Rescue (Bruce Tupper and Kathy Gosselin) and then with the American Red Cross to discuss ways in which the Age-Friendly group can help with house numbering, scheduled phone calls with isolated residents, checking/installation of smoke detectors, and developing escape routes for emergency situations.

IMPORTANT UPCOMING DATES:

**May 31** – Interview with the Windham Eagle at 5:00 pm at the Raymond Village Library

**June 5** – Town meeting at 6:00 pm. Jess to speak regarding the Age-Friendly group and our accomplishments to date as well as introduce the residents to the roll out of the survey.

**Week of June 8<sup>th</sup>** – volunteers will be putting out flyers

**June 9** – Pot Luck Supper at the Public Safety Building at 5:00 pm

**June 11** – next meeting of the Age-Friendly Community Connections General Assembly at 2:00 pm. The speaker will be Jess Maurer, who spoke at the initial meeting for the Age-Friendly group in early 2017.

**June 12** – Town Meeting 6:00 pm at the Jordan Small Middle School

**June 25** – next meeting of the Assessment Team, 10:00 am at the Public Safety Building. (Laurie W will secure the location.)

**July 9** – meeting of the Age-Friendly Community Connections General Assembly at 2:00 pm. Tentatively planned is further discussion with Fire and Rescue regarding the group's intended support of F&R age- and safety-related programs.

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