** Age Friendly Raymond**

**Steering Committee**

**Meeting Minutes**

**December 11, 2018**

**11:00am
Raymond Village Community Church**

1. **Members:**

Susan Moore

Laurie Wallace

xNancy Foran

Sheila Bourque

xJess Fay

xJudy Rand

xChase Rand

Ginger Wallace

Linda Miller

1. **Steering Committee Structure as of December 11, 2018:**

Susan Moore and Laurie Wallace – Co-Chairs

Sheila Bourque – Finance Chair (includes Grant writing)

NEW: Linda Miller – Volunteer Committee (update: Linda Miller has resigned, role is now open)

NEEDED: Communications Committee (website, written communications)

1. **Financial Update:**

Monthly Financial Report $889.96 ($563.96 grant balance; $326 fundraising)

Grant Report

1. **Website:**

The “Age Friendly Raymond” website is now live! Note that calendar feature includes important dates of upcoming meetings and meeting minutes (as well as other important information); we hope to be able to get visibility to how many people have been on the site. Sheila received new information on transportation from GPCOG; we will upload asap.

1. **Current Projects:**

**Supporting materials: Project Status Report**

Community Connections – Susan/Laurie: we had a great meeting but it was sparsely attended. Sheila suggested that we reexamine how we can reach out to the Raymond community and grow the group. We anticipate developing stakeholders (working with local businesses and organizations) to expand. Laurie will call each individual on the contact list to find out, if they aren’t coming, why they are not. Sheila suggests that we might want to add the “meeting” into the senior library hours.

Window Dressers – Nancy/Sheila: There was a software program for signups that Sheila is trying to gain access to. The program was successful because the town allowed a letter to go out to people on General Assistance, as well as adding the WD introductions to the Pantry boxes. Project is closed.

Survey Project - Sheila/Susan: no real update

Raymond Fire and Rescue - Laurie

* Numbering of homes for identification – ongoing project for Laurie/Bob Wallace
* Wellness calls – Susan/Laurie will write a letter for F&R to give out when they go on calls. It can include any number of topics to cover for the letter
* Fire Alarm installation in cooperation with the American Red Cross – taking it out of this bucket, Sheila will take it over, working directly with the Red Cross. (Update: Laurie will continue to manage the Sound the Alarm program for AF.)

Volunteer Project – Linda: Sheila needs volunteers for the intergenerational gardens, whether planting or watering or schedule intergenerational library programs. Linda plans to use the Windham Eagle to talk about volunteerism and community. Linda to put together recommendations and what she needs. (Update: Linda has resigned; the function returns to the SC team.)

1. **Decision Item One:** **Fraud Protection Evening Session with AAPR and Cumberland County Sheriffs office**

**Supporting materials:** Proposed Evening Community Connections meeting – Fraud Protection

**Recommended Action:** AF will support the Library evening program.

1. **Decision Item Two:**  **Weekly AFR Article in Windham Eagle**

**Supporting material: Expansion of the Communication channel needed regarding AFR**

Susan to volunteer to write an article regarding Upcoming CC meeting Guest Speakers – example: an interview with John Facella regarding his Fire and Life Safety classes, also other topics that the SC recommends. Laurie volunteered to write an article on the American Red Cross Sound the Alarm program. (Update: Laurie also volunteers to write an article on the importance of visible house numbering. Also, Laurie recommends that we also reach out to the Lakes Region Weekly, which has an Inside Raymond column every 2 weeks.)

**Recommended Action:** Per above

1. **Decision Item Three: Stakeholder Interviews with Raymond Businesses**

**Supporting Material: AARP recommends developing support from local community members**

**Ex: Main St organizations, Chamber of Commerce, Historical Societies, Healthcare, fitness, recreation centers, 4 H, boy scouts/girl scouts**

**Recommended Action:** Susan to develop a plan to contact community businesses and organizations.

1. **Other Business**
2. **Next Meeting**

Note: Monthly meetings will be scheduled for the 1st Tuesday of each month at 11:00 am

*Exception: January 8th due to New Years Holiday on January 1st*

1. **Close Meeting**

**Action Items:** include person responsible/date/action that needs to be addressed (remove closed action items)

1. Laurie – call the list of contacts to find out why they aren’t coming

2. Sheila – looking into the software used by Window Dressers for our future volunteers

3. Sheila – ~~getting business cards for Linda~~

4. SC – look at creating job description for the Communications Coordinator (each write, we will share)

5.Laurie – write articles on Sound the Alarm and house numbering project

6. Susan – interview John Facella about the training he provides for Raymond F&R

7.

8.

9.

10.