**MINUTE SUMMARY**

**Call to Order**
Chair Timms called the meeting to order at 11:33 a.m.

**Agenda Approval**
The May 28 agenda was approved as written.

**Meeting Minutes Approval**
The March minutes were amended to correct misspelling on page 2.

**Open Time for Public Expression**
- Commissioner Brilliant met with the Mill Valley Park and Recreation Department to discuss the Age-Friendly Initiative. Currently, Mill Valley does not have the staffing capacity to undertake this project.
- Dietz announced that the new AAA Registered Dietician would begin working on June 8.

**Chair’s Report**
Chair Timms announced that Corte Madera had received Age-Friendly designation.

**Area Plan 2016-2020 Needs Assessment**
Dietz discussed previous methodology of conducting a needs assessment including utilization of a survey.
The purpose of the survey is to note the Area Plan (goals/objectives) and the RFPs (IIIB; IIC 1, IIC-2).

Planning Committee reviewed AAA survey from 2012 and made these recommendations:
- Add question re: internet usage
- Consolidate #9
- Think about why we are asking each question (only ask questions that are useful)
- Do not ask questions that the AAA can not solve (re: housing)
- Make survey length 1.5 – 2 pages
- Determine target populations/ where to do heavy sampling

The Planning Committee reviewed existing surveys from 5 other PSAs.

Distribution:
- Town online newsletters
- Villages
- School districts?
- Send volunteers to areas where there are target populations (over-sample target populations)
- Hospitals/ Clinics
- Age-Friendly infrastructures
- Rotary/ Lyons clubs
- Farmers markets/ food banks
- MarinNet
- Libraries
- Churches/ synagogues
- SNFs
- Home health care agencies

Next Steps: Dietz to confirm timeline, methodology, and sample survey with AAA staff prior to next meeting.

**Adjournment:** The meeting adjourned at 1:00 p.m. The next meeting is June 17, 2015 at the Redwoods.