**COMMITTEE:** PLANNING  
**DATE:** December 8, 2015  
**LOCATION:** The Redwoods: 40 Camino Alto, Mill Valley, CA 94941

**PRESENT:** Jody Timms, Conn Hickey, Vera Gertler, Sybil Boutilier, Girija Brilliant

**EXCUSED:** Nancy Peters-Janover

**RECORDER:** Amy Dietz

**NEXT MEETING:** Tuesday, January 26, 2016 - 2:30 – 4:00 p.m. at the Redwoods

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**MINUTE SUMMARY**

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<th>Call to Order:</th>
<th>ACTION TAKEN/RESPONSIBLE PARTY</th>
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<td>Chair Timms called the meeting to order at 3:30 p.m.</td>
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**Agenda Approval:**
The December 8 agenda was approved as written.

**Meeting Minutes Approval:**
The October 6, 2015 minutes were approved as written.

**Open Time for Public Expression:**
Dennis Brewer, Wheelchairs of Marin County: Described his business of repairing wheelchairs and distributed brochure “North Coast Mobility.”

**Chair’s Report:**
Age-Friendly group will be meeting this Thursday at 9:00 a.m.

**Needs Assessment: Preliminary Data:**
Dietz presented a preliminary analysis of the data. The group provided feedback as to how to make categories clearer.
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**Data Presentation: January 7 COA Meeting:**
The group provided the following recommendations for the 30 minute presentation:
- Begin with parameters of presentation, Older Americans Act, where funding goes
- Briefly show 2012-2016 goals and explain how past needs assessment was used to formulate. *How these goals have inspired change.*
- Present data in the form of a story
- Close meeting with following questions:
  - Given county/ funding limitations, please identify 2-3 general themes/ areas of focus that will help us to set our goals for the coming four years.
    - What does this data tell us moving forward?
  - What generally struck you in this presentation? What did you see?

The group provided the following recommendations for the 25 minute small group discussions:
- Commissioners would rather participate in the process. AAA staff should be small group facilitators.

The next meeting will be held on Tuesday, January 26 from 2:30 – 4:00 p.m. at the Redwoods.