

Minutes of Senior Advisory Committee March 27, 2018  
City Hall Council Chambers

**Meeting called to order** by Maxine Beecher at 11:30

**Roll call:** Maxine Beecher, Susan Henderson, Marilyn Reilly, Kathy Babeu, Adele Edelman, Karla Doyan, Michael Danois, Mary Pelletier, April Carricchio

**Approval of last minutes:** accepted as corrected to add Kathleen to members present.

**Budget:** We have about 1,500 left in account. (Sue mistakenly thought that \$726 paid to post office not included in Emily's print out, but it was, and Sentry bill less than Sue calculated. Bernadette still has to be reimbursed for the thumb drive.

We have a credit at printer for \$480 credit. Adele called and was told we could use toward printing report. .

**Data analysis:** Bernadette and work study students have completed inputting the data into Survey Monkey. There are eight more surveys. Decision of group that when Bernadette is ready to run the stats, that is when we will end collecting surveys, although unlikely anymore will come in. Bernadette and students are working of the comments. The group agreed to not publically comment on the initial data analysis

**Scanning:** Mary reported that 68 surveys came without return stamps from printer. She noted that people identified Vietnamese, Japanese, American Sign Language, Chinese and French.

**Focus groups:** The report of the focus group subcommittee was presented and discussed. It was agree that the 4 focus groups should be held on four different days to allow maximum attendance. The group felt that 10:30-12noon and 6-8:30 were best time. The questions were acceptable to the group. The guidelines were acceptable as to process, number of people in each group and time. Recording will occur on large pads on easels. We will bring food for the groups and have on a small separate table.

To Do:

Maxine will schedule rooms for Focus Groups late in April.

Maxine is checking on easels' availability.

Facilitators need be identified

Recorders need be identified.

Kathleen will talk to her provider group on Thurs and will ask people to sign up if willing to participate.

Participants will need to be formally invited and confirmed.

Food needs to be planned

**The Focus Group subcommittee will meet April 3<sup>rd</sup> 11:30 -12:30.city hall basement conf  
rm**

**Additional Business:** collect resources available list,

**Agenda for next meeting**

finalize focus group plans

discuss collecting resources from available lists: SMAA, Kathy's , other

**Next Meeting.**

**April 10: 11:30-12:30 City Hall Basement**