

Agenda for Ad Hoc Senior Advisory Committee Meeting  
**City Hall Chambers -Second Floor**  
 Tuesday, DECEMBER 12,2017  
**12:00-1:30pm < NOTE CHANGE**

<u><b>Action</b></u>	<u><b>Time allotted</b></u>	<u><b>WHO</b></u>
1. Roll Call	2 min	Meredith
2. Acceptance of Nov 28 <sup>th</sup> minutes	1 min	Meredith
3.Survey Discussion	20 min	
Number received		Susan
Additional costs (total listed in 28 Nov min- \$3854.63		Susan
General discussion		
-Next steps		Meredith
Additional distribution-postcards/additional printing?		
Learnings to capture-		Meredith
Provide specific instructions for envelop stuffing		
Filtering of mailing addresses=Pincrest community		Marilyn
Data Entry and Analysis		Bernadette
Maintaining original survey traceability		
Anything missed?		Meredith
3. Focus groups	30min	
Makeup		Meredith/Kathleen
Locations		
Timeline		
Invitations/advertising?		
4. Next meetings-dates/time/place	4 min	Meredith
5. Group comments	2 min	Meredith
6. Adjourn	1 min	Meredith