

Focus Group Subcommittee Meeting
April 3, 2018

Members present: Maxine Beecher, Susan Henderson, Adele Edelman, Kathy Babeau

At the Senior Advisory Group Meeting it was agreed 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 scheduled rooms for the Focus Groups:

Monday, April 23, 6-8:30pm, South Portland Community Center Conference Room

Tuesday, April 24, 10:30-12, City Hall Basement Conference Room

Wednesday, April 25, 10:30-12, City Hall Basement Conference Room

Wednesday, May 2, 6-8:30pm, City Hall Basement Conference Room

Maxine has identified that easels are available at both sites. Maxine and Michelle will both provide paper.

Facilitators: Adele has volunteered for May 2, Maxine for April 25, and Kathleen for April 24.

Recorders: Michelle offered to do May 2 and April 23, April has offered to record and so has Sue, dates need be confirmed for them. It was agreed that an additional helper person would be good to have at each group. .

Kathleen spoke to her provider group on Thurs and an email went out asking for responses. She will bring results back to the meeting April 10th. The subgroup will meet right after the large group to identify how to most efficiently invite participants.

Participants will need to be formally invited and confirmed.

Maxine is typing the introduction. Sue will type it up and copy it with the questions to be available for focus group members

Food: Maxine will bring coffee. Adele will ask stores for donations of food and drink. Michelle will ask the Cookie Jar for some cookies.

Next meeting 12:30 April 10th.

Sue recorder