**Town of Fairfax**

**Meeting Minutes of**

**Age Friendly Fairfax**

**January 27, 2023 9:30-10:30 am**

**Via Zoom**

1. Roll Call – Buennagel

**Committee Members in attendance:** Josaphine Buennagel, Chair Jody Timms,  
Jacqueline Engstrom**,** Jessica Price **Non-voting:** Anne Mannes, Community Services ManagerMembers from the public: Karen Arnold

1. Approval of Agenda and Affidavit of Posting-Buennagel

The agenda for January 27, 2023 was approved. Motion to approve by Jackie, Second: Jody. Agenda approved. Ayes- yes.

1. Approval of October’s Minutes-Buennagel

Minutes for October 2022 was approved. Jody mentioned document process for Anne. You want it to read on #6, no smoking signs for the benches. PW = Public Works. Jody moved to approved, Jessica seconded. Minutes approved.

1. Open Time for Public Expression

No comment.

1. Chair’s report-Buennagel

Josa reported that Preparation meeting was attended by 18 attendees. Josa was grateful to attend and see the turn out. Josa thanks Jody for putting on the event. Sarah Robinson presented on Age Friendly Marin. Josa announced the AARP community grant that is open. Wondered if anyone has a proposal for a project. Jody said it is an annual grant and big deal to apply. We have applied in the past and did not get it. Jessica has a question about is there a requirement that Age Friendly needs to complete. Jody replied that yes, we did 5 year plan and carried it out. Currently there is no formal requirement for us any longer.

Josa would like to add to agendas in the future is to talk about the 2023-24 goals- see below. 2 other items to bring up: 1. Where are we around volunteers and 2. Where are we around newsletter? Josa explained the current process for the last 3-4 months. She talked about the need to understand the next steps on the plan. Willow had mentioned specifically that folks were asking about the monthly newsletter. 50% open rate. Josa is wanting to continue to get the newsletters into the folks hands that want it. Karen also noted that seniors appreciate the personal newsletter. Josa gave some things to consider—right now we are posting with PDF. We can continue this way. OR we could set up our own newsletter via a gmail account. Another group in Fairfax is handling via Constant Contact. Josa is interested in figuring out a way to use Constant Contact list. Jody would like to use the town’s account.

**ACTION: Josa to work with Anne to continue to figure out solutions on how the newsletter can continue to function.**

1. Staff report-Mannes

Anne has been supporting Josa with navigation of the newsletter. And supporting the agenda and minute posting. She held a meeting for Christine, the communication person, and Josa to share information around communications for AFFx.

1. Report from PARC-Engstrom

Jackie - reminds people at the Pavilion on Saturday and Sunday from 1-5pm- AR Virtual Reality exhibition. Jessica asked about 90 + celebration—about a resident that wanted to send thank you card. For future- they should send to Age Friendly Committee via the town address.

1. Outreach - All
   * AFFx Committee Member recruitment

Josa is chairing the group currently but won’t be able to do it forever and would like to step off by June 2023. She is wanting to identify additional members to be able to continue to do the things we are doing – 1. Newsletter person 2. Tabling at local events 3. Representation at Age Friendly Marin meetings 4. Coordinating and collaborating with county 5. 90 + celebration 6. Identify and plan forums with the county.

Are there any activities listed that other members can take on? We need to recruit more volunteers.

Open for comment: Jody says the town needs representation on the county committee/Commissioner. When we find the commissioner who can take on the chairing, then maybe they can help the Fairfax committee. Jody is managing Breakfast for Friends, and will continue to do local events. She is interested in working with Willow and she is potentially interested in hosting these forums and events at the library. Tuesday mornings as an option. There has been talk of doing quarterly meetings vs. monthly. Karen noted she thinks we could find volunteers. A key position is the Commissioner on Aging from Fairfax for the county and that needs to be filled. Karen is willing to take on the newsletter. Jody said it needs to be more publicized.

Josa proposed to close out item 8.

**ACTION: Karen/others to do tabling at library for recruitment. Josa wants someone to step into her role in June.**

**Josa ACTION Items: Get a list of tasks and what we need together. Push back goals and any resolution to into future years. Encourage town to get representation.**

**Figure out funding for constant contact newsletter function. All members to help with additional membership recruitment.**

1. Announcements, Future Agenda Items
   * 2022-2024 Goals Discussion-Timms

Group wants to solidify committee for this year, increase numbers and stabilize goals/create 2023 goals. Jody said we need solid committee to say we want to exist with 2/4 year term. We are not ready for resolution on the town agenda. We need until June or July to talk about resolution to become a formal committee.

1. Adjournment

Josa adjourned the meeting at 10:45am.

Next meeting will be on February 24, 2023 9:30am – 10:30am via zoom.