

CITY OF BLOOMINGTON COMMISSION ON AGING

Tuesday, December 13, 2016

Minutes

The meeting was called to order by Chair, Lauren Cowan at 4:30. Present were Commissioners Lauren Cowan, Lei Gong, Jack Kahn, Gail Londergan, Jim Shelton, and Courtney Stewart, thereby constituting a quorum.

Lauren motioned that we delay approval of the November minutes stating that there are clarifications that need addressing. Shelton seconded and all agreed. Lauren requested that all comments be sent to her for editing.

Our volunteer, Pooja, will be in Scotland next semester so we need someone to replace her to record our meeting minutes. Lauren requested that we all spread the word for this need and suggested that we look for someone interested in the Commission for the position. Shelton volunteered to take the minutes for the December meeting only.

No liaison report as Sue Owens was unable to attend the meeting due to illness.

Lauren apologized for not following proper procedures last month. She read the following proper procedures to move action forward.

Commission Procedures to Move Action Forward

Anytime a commission member wants to see a change or move an action forward that impacts the entire group it must first be presented to the entire group, discussed, a motion made to adopt, seconded, voted on by entire group (with quorum present) and included in the minutes.

After the motion is adopted a member or members can either volunteer to work on a subcommittee or elect a member or members to move the action forward. Votes cannot be conducted electronically. Email discussions by several members cannot move an action forward.

Once a motion is adopted, and a subcommittee is formed, action can take place. Ideally, a subcommittee should meet shortly after the meeting at which the motion was adopted so that there is time to accomplish assignments/tasks (actions) prior to the next monthly meeting. Progress should be reported at the next monthly meeting (Old Business).

Rules of Order for Conducting Business

- *All commission members should have equal opportunity to be involved in decisions that are made that impact the entire group.*
- *All commission members should have equal opportunity to volunteer to participate in a commission subcommittee.*
- *No individual member is empowered to make a decision that impacts the entire group (including chair and co-chair).*
- *No individual member is empowered to assign a task to another member.*
- *All regular monthly meetings are held in public forum (open to public) and discussions/decisions are subject to public comment.*
- *Discussion/decision are to be recorded in the minutes for documentation purposes and are subject to public review.*

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Going forward we'll follow these rules. If an emergency arises we'll treat each as a special case.

Gail Londergan made a motion that a copy of these procedures be given to new Commission members upon their initial appointment. Shelton seconded. All were in favor.

The following motion was made by Londergan; second by Shelton:

To pilot test a process for making motions and votes that requires any Commissioner who is making a motion to record all pertinent details and provide that record for the meeting minutes.

Vote: 6 yes, 0 no, 0 abstaining

The form to be used follows:

RECORD OF MOTION AND VOTING

Meeting Date: _____

Commissioner making the motion: _____

Commissioner seconding the motion: _____

Statement of motion (final form, including any amendments):

Results of vote: _____ Yes _____ No _____ Abstaining

OLD BUSINESS

The Creative Aging Festival issue was tabled until our next meeting when Julie Hill can be present.

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The following motion was made by Londergan; second by Shelton

To enter into collaboration on the Eco Heroes Contest with the Environmental Commission (EC) by offering to promote participation in the Contest, and to identify possible donors of cash prizes; and to appoint a liaison who will work directly with the EC.

Vote: 6 yes, 0 no, 0 abstaining

The following motion was made by Londergan; second by Shelton

To approve the A10AA-AAC-COA graphic and guide as amended for use in hard copy form or posted on the Commission's website; and to appoint a committee that would contact all partners yearly for updates as needed.

Vote: 6 yes, 0 no, 0 abstaining

NEW BUSINESS

Senior poverty column discussion. COA needs to understand what it's like to have to navigate the systems. What is role of COA? A motion was made by Stewart and seconded by Shelton that she draft a Letter to the Editor in response to the recent column in the Herald Times. All agreed.

A motion was made by Londergan; second by Shelton

To adopt "Creative Aging" and "Seniors and Poverty" as the Commission's two 2017 priorities.

Vote: 6 yes, 0 no, 0 abstaining

A motion was made by Shelton and seconded by Gong that Gail Londergan prepare the Commissions annual report. All agreed. Gail requested that each Commission member complete a brief "resume" form for inclusion in the report.

A motion was made by Londergan; second Shelton

To promptly update the Commission's website so that the homepage features current information, and so links can be used in the 2016 Annual Report to provide readers with access to all of the Commission's 2016 work products. Gail volunteered to take action to move forward updates to CoA website as related to the 2016 annual report.

Vote: 5 yes, 0 no, 0 abstaining

The meeting was adjourned at 6:07 pm, there being no time to address project proposals for 2017.