

**SENIORS SERVICES TASK FORCE**  
**Minutes of Meeting Wednesday, June 24<sup>th</sup> 2009**  
**Century House, New Westminster, Oak Room**

**In attendance:** Marg McKee, Chair; Mariam Larson, SSTF Co-ordinator; Jan Greenhow, Joy Barkwill, Syl Helmink, Judi Sofroni, Patricia Smith, Heather Whiteford, Betty McIntosh, Corey McLaren, Andrea Wright, Morgan McGrath, Lorraine Logan, Katie Harmer, Joanne Robertson, Lynda Brind-Dixon, John McKnight, Bruce Ballingall.

**Regrets:** Bill Zander, Karen Van der Hoop, Dave Jones, Terry Farrell, Susan Didier, Gabrielle Scully, Alison Marshall, Beverly Pitman.

**1. Welcome and Adoption of Agenda.**

Marg McKee welcomed those present; Agenda was adopted (AIF).

**2. Adoption of the Minutes of the meeting of April 22, 2009.**

Heather Whiteford moved to adopt the Minutes of the April 22 meeting as circulated. Seconded by Syl Helmink. AIF. Carried.

**3. Introductions:** Marg asked those present to introduce themselves.

**4. Business.**

A. Code of Conduct Vote.

Jan moved to accept the final draft of the New Westminster Seniors Services Task Force Code of Conduct dated May 27, 2009 as presented to the Committee as a Whole. Seconded by Bruce. AIF. Carried.

B. Reports.

i. United Way Outcome Reporting: Mariam will draft United Way Outcome Report detailing the use of funds. Report will include outcomes of the four IMBY Fairs.

ii. BEAT/ "Wheelability" Project status.

Mariam reported on the 'Built Environment & Active Transportation (BEAT) Project.' The 'Wheelability' Assessment Pilot Review has drafted recommendations based on an assessment tool pilot and debrief on June 16 and a further debrief on June 19, 2009. The draft makes recommendations under the following headings: Assessment areas; pre-assessment; assessment teams; assessment days, communications & marketing; community forum; potential products.

A Community Forum is tentatively scheduled for the week of October 19, 2009. The working group will meet: 12 - 2, Tues., July 21 and Tues. Aug. 18, Location TBA.

iii. IMBY Fair Results.

Mariam circulated Survey Results of IMBY Fair 2009, presented at Century House on Saturday, June 13, 2009. A total of 161 persons attended, of which 22% were male which is an increase over the last Fair where the figure was 17%.

It was noted that exhibitors need to greet guests with more openness and attention. A recommendation was made to have offer a breakfast for exhibitors before opening to the public. This would support exhibitor networking and provide an opportunity to advise exhibitors how best to reach an older attendee group.

It was suggested that future IBMY Fairs be expanded. Mariam noted this would require extra funding. Expansion would depend on: space, funding and adequate lead time.

#### iv. United Way Seniors' Workshops & Seed Grants.

Mariam reported on the recent United Way Seniors' Workshops held at the Metrotown Hilton, with comments from other members who attended the workshops. Mariam will circulate online links to the Workshop materials to SSTF membership.

There were 5 workshop topics; housing, transportation, non-medical support, caregiver support, food security. A Seed Grant of \$25,000.00 is available for one project in each topic area. Application deadline is July 17, 2009, leaving little time to prepare. Mariam attend a two-hour briefing about how to apply for the Seed Grant led by Bev Pitman; two other people attended.

Because there were some concerns about how the workshops were promoted and handled, Heather asked if the Task Force should supply feedback to the United Way. Mariam said that anyone who wished to do this could send their feedback comments to her and she will forward them to Bev Pitman.

It was suggested that a number of the topics identified in the Task Force's Current and Prospective Projects could qualify for one of the Seed Grants of \$25,000.00 being offered by the United Way, perhaps under the title of "Dissemination of Information to Seniors about Seniors." Mariam will call Bev Pitman after July 2, to discuss potential projects.

#### **5. 2008 -2009 – SSTF Year in Review.**

Mariam circulated a printed review of the accomplishments of the Task Force from September 2008 – June 2009, detailing the SSTF Mandate and outlining the current or prospective projects.

Mariam noted that she attends Planning Table Coordinator meetings and different communities are at different developmental stages. Lorraine noted that sharing of information is important so work is not unnecessarily duplicated.

#### **6. Membership Survey**

Mariam circulated a SSTF Membership Survey, to be returned to her by June 30 via email or mail. Confidentiality will be honoured.

There was concern that the SSTF membership does not reflect community diversity. Mariam noted that Marg will conduct outreach to ethnic groups, preferably with an agency member 'buddy' who is part of that ethnic group. Lynda and Joanne will work together to provide contact lists for community ethnic groups.

Lorraine commented on the importance of providing materials in different languages. However, it was noted that translation fees are approximately \$50 per page, per language.

## **7. 2009- 2010 – SSTF Year Ahead.**

### **A. Current & Prospective Projects.**

1. *Agency/Service provider networking event*: A single event in which representatives of agencies meet for a speed-dating style networking session.
2. *Brochure Rack Project*: The placement of racks in strategic places around New Westminster to provide information about activities and opportunities for seniors. This would require some funding.
3. *Bus Buddy Needs Assessment*: The project leader was unable to attend.
4. *Health & Mental health consulting & liaison*: Explore and develop opportunities for seniors to volunteer in health and mental health support.
5. *IMBY Fair 2010*: Consider themes: Caregivers support, transportation, housing.
6. *Seniors' Consultation Guide development*: A publication to advise businesses and agencies on how to work with Seniors, i.e. appropriate locations and times for events. It could also identify age-friendly retailers, restaurants, etc.
7. *Seniors' Directory online posting; consulting & liaison for annual Directory A* second, updated print issue. The group confirmed their request for a map to be included in future Directories. Lynda will continue to work on the Online Directory.
8. *Wheelability Community Assessment Project*: Mariam said that the latest report from the Development Services Department is available and would be emailed to those committee members on request.

### **B. Project assessment & ranking.**

Criteria for project consideration was described by Mariam, using the SMART planning acronym: **S**pecific; **M**easurable; **A**chievable; **R**elevant; **T**imebound.

Items 3 (Bus Buddy Need Assessment) and 8 (Wheelability Community Assessment Project) were not rated. There is not enough information about the Bus Buddy concept and Wheelability is already in progress.

Each committee member received 5 stars and asked to indicate the projects that they considered as priorities. The result was as follows:

IMBY Fair 2010: 16

Seniors' Directory: 16

Agency/Service provider networking event: 15

Health & Mental health consulting & liaison: 11

Seniors' Consultation Guide development: 10

Brochure Rack Project: 3

**Next Meeting:** Wednesday, September 23, 2009, 1:00- 3:00 pm. Location TBD.

**Adjournment:** 3:05 pm.