



SENIOR CITIZENS COMMISSION

5730 Chambertin Drive
San José, California 95118
(408) 979-7912
Fax: (408) 979-0536

“Amended”
RETREAT A G E N D A
Thursday, August 12, 2010
9:00 – 3:30

City of San Jose
Office on Aging
5730 Chambertin Drive
San Jose, CA 95118

The San José Senior Citizens Commission solicits the presence of all Commissioners at this meeting. **If you are unable to attend, please inform Linda Brewka at (408) 979-7906.** To arrange an accommodation under the Americans with Disabilities Act to participate in this public meeting, please call (408) 979-7913 or (800) 735-2929 (TTY) at least 48 hours before the meeting.

PURPOSE

- To increase the effectiveness of the Commission as a group, and Commissioners as individuals, to carry out the work of the Commission by provided necessary training and planning

PRODUCT

- To get to know each other better and to plan for the upcoming year by Developing goals and objectives, committee assignments and receiving training.

ITEM		WHO
9:00-9:30	Welcome and Introductions Ice Breaker	O’Connell Staff
9:30-9:45	Commissioners Successfully Working Together	Lovato
9:45-10:30	Breakout into 3 groups/ brainstorm	All
	Group Report Out	All
10:30-10:45	Groups’ Consensus	Staff
10:45-11:00	Break	All
11:00-12:00	Review/Develop 2010-2011 Goals & Objectives Goal Setting Process Goals & Objectives from 2009-2010	O’Connell/All All

12:00-1:00	Working Lunch – with City Clerk’s Office *20 minutes – Quarterly Meeting Schedule (MBA#16) *20 minutes – Emeritus Status for Commission – options *20 minutes – Action Minutes – standard for all Commissions	Hawkins
1:00-2:15	Subcommittee breakouts / develop admin work plan Announce vacancies on Liaison List Each Committee will meet to Determine day, time location of monthly meetings Review end of year report and begin discussion on this year objective Focus Group on each subcommittee Define roles of each Commissioner on subcommittee	Lovato/Lasson O’Connell All
2:15-2:30	Afternoon Break	All
2:30 -3:00	Wrap Up/ Evaluation Handout: Senior Commission Operational Guidelines;Message from Chair Handout: Senior Commission Meeting Schedule Handout: Subcommittee Meeting Schedule	Staff

Please bring your Orientation Binder with you.