



**SENIOR ADVISORY BOARD  
WORK SESSION MINUTES**

**Monday, November 2, 2020  
City Hall Conference Room  
4000 Main Street  
Rowlett, TX 75088**

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**Present:** (remotely) Regular members: Chair Patricia Bird, Vice-Chair Virginia Denson, Veda Kull, Susan Bell, Alberta Reese; Alternate: Kenneth Williams

**Absent:** Karen Cosby

**Visitors:** Susan Williams, William Armbruster

**Staff:** Shelly Monroe, Parks and Recreation Administrative Assistant; Aaron Cleaver, Parks and Recreation Business Manager; Kari Pacheco, Parks and Recreation Operations Manager

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Due to the public health emergency and to conform with the social distancing requirements, the Senior Advisory Board meeting was held via teleconferencing. The public was provided an opportunity to submit comments for a specific agenda item or general comment through citizen email address.

1. The Chair, Patricia Bird, called the meeting to order at 10:01am. Michael Britt resigned. Quorum present.
2. Citizens' Input.  
No input for this meeting.
3. Discuss AARP Livable Communities domains and plans.
  - A. Susan Williams and William Armbruster, AARP area representatives, shared information on listening sessions and ways to prepare for developing the action plan, as well as answer member's questions. Questions on team coordinator, livability team, frequency of meetings, data collection. The population to focus on is age 45+. The main point of contact is Aaron Cleaver. The Livability Team is the Senior Advisory Board along with including persons who have decision making. Need to identify person/s to track the data such as Excel sheet listing each domain and inserting comments & survey results under each one.
  - B. Listening Sessions: members decided to schedule these in January. Preparations for advertising and inviting were discussed. There is a Roadmap to Livability document on listening sessions and provides a script and how to set these up. Likely good to include the survey results and include elected officials such as City Council, include stories related to the domains.
  - C. Kenneth Williams will assist with collecting the data. Decide on some of the questions. Start listening sessions in January. Began discussions on when to hold listening sessions, who to invite, and how to advertise.



4. Public announcements. Members of the Board and/or staff may make announcements of local civic events.  
No announcements.
5. Members of the board may request topics for future meetings.  
No topics requested.
6. Adjournment.  
Susan Bell made a motion to adjourn at 11:27am.  
Virginia Denson seconded the motion.  
Unanimous by all those present to adjourn.

A handwritten signature in black ink, appearing to read "Patricia Bird", written over a horizontal line.

Patricia Bird, Chair

A handwritten signature in blue ink, appearing to read "Aaron Cleaver", written over a horizontal line.

Aaron Cleaver, Interim Director of Parks & Recreation