

Advisory Council for Aging & Independence Services
EXECUTIVE & MEMBERSHIP SUBCOMMITTEE
 December 16, 2019 | 10:30 a.m.
 5560 Overland Ave, Suite 310, San Diego, CA 92123

MINUTES

Members		Absent Members	Guests
Attendance:	Lorelei Taylor, Chair John Osborne, 1 st Vice Chair LaRue Fields, 2nd Vice Chair Stephen Huber, Secretary Rosemarie Bahmani, Immediate Past Chair		
	Staff		
	Renée Sherrill		
Item	Outcome		
1. Call to Order & Attendance	Lorelei Taylor, Chair, called the meeting to order at 10:31 a.m. a. <u>Welcome & Guest/Member Introductions</u> b. <u>Confirmation of Quorum</u> (quorum is 3): 4 members present at this time		
2. Standard Business	a. <u>Public Comments/Announcements</u> – The subcommittee welcomed R. Bahmani back from her trip overseas, and she shared brief experiences. b. <u>Approval of November 18, 2019 Meeting Minutes</u> [M/S – L. Fields/S. Huber, J. Osborne not present: unanimous]		
3. Membership Business	Stephen Huber, Secretary a. <u>Current Status</u> : i. 2 vacancies b. <u>Resignations</u> : None c. <u>Applicants</u> i. Application Review: None ii. Interviews: None iii. Application Log: The subcommittee reviewed this record. d. <u>Interested Parties</u> : The subcommittee discussed potential interested parties. e. <u>Term Expiration & Vacancy Log</u> : The subcommittee reviewed this log. f. <u>Actions</u> : i. Vote on recommendation to seat applicant(s): N/A ii. Vote on actions regarding term expirations: N/A iii. Assign seats for proposed members: N/A g. <u>Membership</u> i. Attendance: Monitor/review sign-in sheets from previous Council meeting. The sheets emailed before the meeting and included in the agenda packets were from November. R. Sherrill displayed the December sheets on the screen, and the subcommittee reviewed these documents. ii. Ethics Training: 2 past due; 6 new members pending as of the date of this meeting.		
4. Executive Business	a. <u>Monthly Presentations [see Annual Calendar]</u> : The subcommittee reviewed and updated the calendar presentations and assigned follow up. The subcommittee voted to move the annual strategic planning session from July to June to provide time in July for the subcommittees to refresh goals for adoption at the Council’s annual meeting in September. This will be brought to the Council for the approval at the January meeting. [M/S – L. Fields/R. Bahmani, J. Osborne not present: unanimous] b. <u>Standing Subcommittee Appointments</u> : N/A c. <u>Ancillary Subcommittee Appointments</u> : N/A d. <u>Auxiliary Subcommittee Appointments</u> : N/A e. <u>Ad Hoc Subcommittee Appointments</u> : N/A		
5. Other Items	a. <u>Subcommittees</u> i. <u>Appointments – Subcommittee Chairs</u> 1. Transportation: None at this time. ii. <u>Membership Subcommittee Protocols</u> – Stephen Huber: In January, the subcommittee will review the draft terms protocol, which will be updated to align with the new by-laws and will include template language for notifying members not meeting new attendance requirements. Upon approval, the subcommittee will present this to the Council for adoption in February.		

6. Build January 13 th Council Meeting Agenda	The subcommittee prepared the agenda for the January 13 th AIS Advisory Council meeting. [M/S –L. Fields/S. Huber, J. Osborne not present: unanimous]
7. Next Meeting	January 27, 2020, at 10:30 a.m.
8. Adjournment	Meeting adjourned at 12:15 p.m.