



**Senior Resources Advisory Board
Agenda
December 7, 2022**

Chair John E. Brown
Vice Chair Sandra Varnell
Member Susan Sloan
Member Ella Thomas
Member Vida May Waters

City Manager Mike DaRoza

The City Commission will conduct a
Senior Resources Advisory Board
At 5:00 PM
to address the item(s) below.

Meeting Date: December 7, 2022

Meeting Location: James A Lewis Commission Chambers

15100 NW 142 Ter.

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

SENIOR RESOURCES ADVISORY BOARD MEETING AGENDA

CALL TO ORDER

INVOCATION

PLEDGE TO THE FLAG

APPROVAL OF THE AGENDA

I. OLD BUSINESS

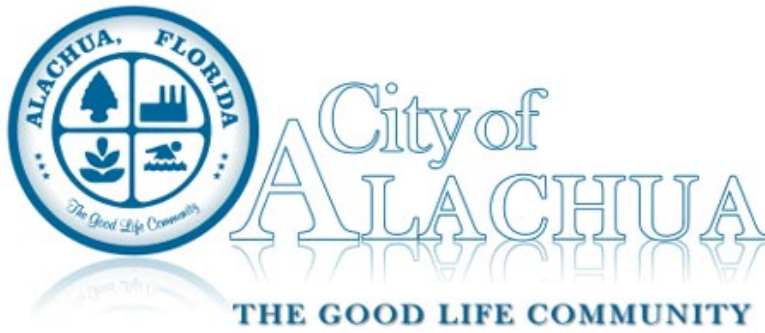
II. NEW BUSINESS

- A. September 7, 2022, Senior Resources Advisory Board Minutes
- B. Election of Chair and Vice Chair
- C. 2023 SRAB Calendar
- D. Parliamentary Procedures Review
- E. Sunshine Law and Public Records Presentation
- F. As the Page Turns - A Book Club For Seniors

III. BOARD COMMENTS/DISCUSSION

IV. CITIZENS COMMENTS

ADJOURN



Board/Committee Agenda Item

MEETING DATE: 12/7/2022

SUBJECT: September 7, 2022, Senior Resources Advisory Board Minutes

PREPARED BY: Diane L. Amendola, Assistant Deputy City Clerk

RECOMMENDED ACTION:
Approve the minutes.

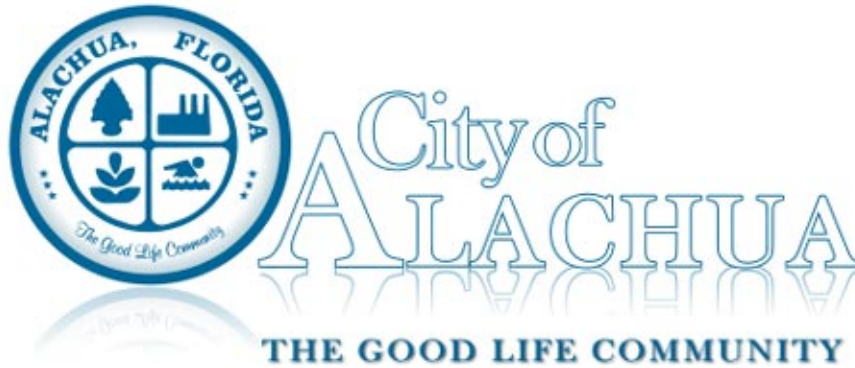
Summary

September 7, 2022 Senior Resources Advisory Board Minutes

ATTACHMENTS:

Description

☐ Minutes



**Senior Resources Advisory Board
Minutes
September 7, 2022**

Chair John E. Brown
Vice Chair Sandra Varnell
Member Susan Sloan
Member Ella Thomas
Member Vida May Waters

City Manager Mike DaRoza

**Senior Resources Advisory Board
At 5:00 PM**

Meeting Date: September 7, 2022

Meeting Location: James A Lewis Commission Chambers

CITIZENS PRESENT: Susan Shannon-Sapp STAFF ATTENDING: Diane Amendola, LeAnne Williams

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

SENIOR RESOURCES ADVISORY BOARD MEETING AGENDA

CALL TO ORDER

Led by Chair John E. Brown.

INVOCATION

Led by Staff Liaison Mike DaRoza.

PLEDGE TO THE FLAG

Led by Chair Brown, with Vice Chair Sandra Varnell and Member Susan Sloan absent.

APPROVAL OF THE AGENDA

Member Sloan arrived.

Chair Brown asked the members to review the agenda and make recommendations.

Member Vida Mae Waters moved to approve the agenda; seconded by Member Sloan.

Passed by unanimous consent.

I. OLD BUSINESS

A. Survey of Senior Community

Staff Liaison DaRoza provided an update on the senior survey. He stated about 200 surveys were delivered to local churches with 12 surveys returned. He stated his assistant was in touch with the local churches about the surveys and would continue to replenish them. He stated surveys are located in the lobby and the utility billing department at City Hall.

Member Sloan asked if there is a deadline for the return of the surveys.

Staff Liaison DaRoza stated there was not.

Ms. Susan Sapp stated she had distributed surveys to Canvas Church in Alachua and was planning on taking some more to the Baptist church during her presentation.

Chair Brown thanked Staff Liaison DaRoza for the update.

II. NEW BUSINESS

B. June 15, 2022, Senior Resources Advisory Board Minutes

Chair Brown asked the members to review the minutes and make recommendations.

Member Waters moved to approve the June 15, 2022 Senior Resources Advisory Board minutes; seconded by Member Sloan.

Passed by unanimous consent.

III. BOARD COMMENTS/DISCUSSION

Chair Brown stated he received a grant for the Community Wellness Festival. He announced the festival would be Saturday, September 20, 2022 at Legacy Park Multipurpose Center from 5:00 PM- 9:00 PM.

IV. CITIZENS COMMENTS

Ms. Sapp made a presentation regarding her services for end-of-life preparations.

Chair Brown asked if there were flyers for the services she provides.

Ms. Sapp stated she did not have any.

Chair Brown asked what size groups she usually had.

Ms. Sapp expressed that she usually has around 15 people, and she has an attorney or legal advisor present.

Member Sloan asked if Ms. Sapp worked for someone or a company to provide the services.

Ms. Sapp stated she owns her own business, Gator Senior, LLC.

Chair Brown requested the Deputy City Clerk's Office mail the flyers for the Community Wellness Festival to all the board members.

ADJOURN

Member Sloan moved to adjourn; seconded by Member Waters.

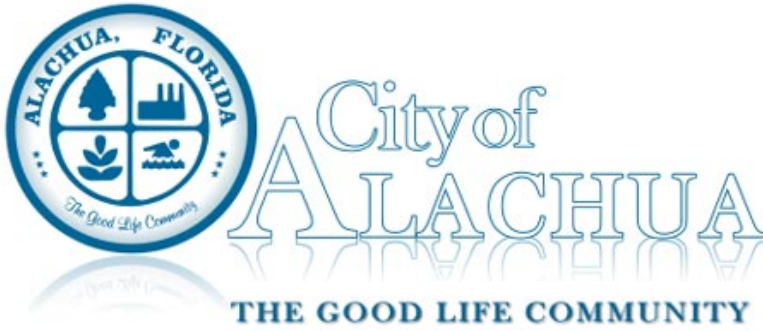
Passed by unanimous consent.

ATTEST:

SENIOR RESOURCES ADVISORY BOARD
OF THE CITY OF ALACHUA, FLORIDA

Presiding Officer

Staff Liaison



Board/Committee Agenda Item

MEETING DATE: 12/7/2022

SUBJECT: Election of Chair and Vice Chair

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Elect a chairperson and vice chairperson.

Summary

The Senior Resources Advisory Board chairperson and vice chairperson serve one-year terms. City Code Section 2-963 provides the process for election of chair and vice chair. Both positions are to be elected from among the voting members of the SRAB.

The SRAB can make the elections via voice vote or by ballot confirmed with a voice vote. A ballot has been provided if the SRAB desires to use it for electing a chair and vice chair.

ATTACHMENTS:

Description

- Ballot for Chair - Names
- Ballot for Chair - Write In
- Ballot for Vice Chair - Name
- Ballot for Vice Chair - Write In



Ballot for Chair of the

Senior Resources Advisory Board

Brown, John E.

Curington, Jim

Reed, Karen

Sloan, Susan

Waters, Vida May

Please check mark one (1)



Ballot for Chair of the

Senior Resources Advisory Board

Write in one name:



Ballot for Vice Chair of the

Senior Resources Advisory Board

Brown, John E.

Curington, Jim

Reed, Karen

Sloan, Susan

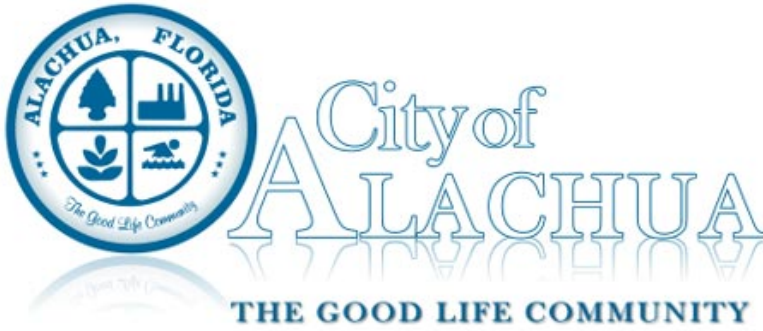
Waters, Vida May

Please check mark one (1)



Ballot for Vice Chair of the Senior Resources Advisory Board

Write in one name:



Board/Committee Agenda Item

MEETING DATE: 12/7/2022
SUBJECT: 2023 SRAB Calendar

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:
Approve the Proposed 2023 SRAB Meeting Calendar.

Summary

The 2023 SRAB Meeting Calendar is proposed on a quarterly bases. Meetings will start at 5:00 P.M., unless otherwise notified.

ATTACHMENTS:

- Description
- ☐ Calendar 2023

2023

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
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						1
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30						

July						
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30	31					

October						
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29	30	31				

February						
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May						
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21	22	23	24	25	26	27
28	29	30	31			

August						
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20	21	22	23	24	25	26
27	28	29	30	31		

November						
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19	20	21	22	23	24	25
26	27	28	29	30		

March						
Su	Mo	Tu	We	Th	Fr	Sa
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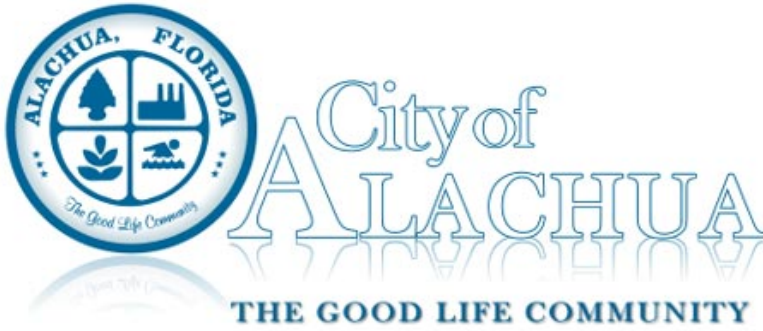
June						
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September						
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December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Green = Commission meeting Dates

Blue = Senior Resources Advisory Board



Board/Committee Agenda Item

MEETING DATE: 12/7/2022

SUBJECT: Parliamentary Procedures Review

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:
Receive the Presentation.

Summary

Parliamentary Procedure is the body of rules, ethics and customs governing, among other thing, meetings. The City of Alachua has established such rules for all of its boards and committees.

This presentation will introduce the SRAB to the basics of parliamentary procedure.

ATTACHMENTS:

Description

- ▢ Parliamentary Procedures

Parliamentary Procedure



City of
ALACHUA
the good life community



What is parliamentary procedure?

The rules that help us maintain order and ensure fairness in all decision-making processes.



What are Robert's Rules of Order?

Codification of general present-day parliamentary procedures.



Basic Principles

- Someone must facilitate meetings and maintain order (the presiding officer)
- All members have a right to bring up ideas
- Members should come to an agreement about what course of action to take
- The majority rules, but the basic rights of the minority are always protected by assuring them the right to speak and to vote
- Parliamentary procedure enables members to take care of business in an efficient manner while maintaining order
- It ensures everyone get the right to speak and to vote
- Takes up business one item at a time and promotes courtesy, justice, and impartiality



The Presiding Officer

- The presiding officer (often referred to as “the chair”) is the person who conducts the meeting
- The presiding officer is a role – not a position. This means that the presiding officer is the person who occupies the chair at a given instant of time. (during the meetings)
- The general duties of the presiding officer are:
 - To call the meeting to order at the **scheduled time**, not before
 - If a quorum is not present, the meeting is to be canceled
 - To announce the business that is to come before the body
 - To recognize members who wish to speak
 - To state and put to vote all questions that come before the body
 - To enforce the rules relating to debate
 - To decide all questions of order
 - To declare the meeting adjourned



Promoting Courtesy

- Members should refer to each other in a cordial and courteous manner, for example:
 - “the previous speaker” or “Miss Smith”
- All remarks are made through and to the chair
- If a motion is out of order the chair should state: “The motion is out of order”
- Only major infraction of rules are corrected



Order of Business

- Commonly referred to as an agenda, the order of business is the sequence of general business items that will be addressed in the meeting
- The order of business or agenda must be adopted by the body prior to addressing business.
- The standard order of business includes:
 - Call to Order
 - Invocation
 - Pledge to the Flag
 - Approval of Agenda
 - Agenda
 - Council Comments
 - Adjournment
- Different organizations may establish their own standard order of business pursuant to their by-laws.



Motions 101



Motions

- A motion is a formal proposal that recommends a course of action that the body should take
- A motion contains three basic pieces of information:
 - Who: References who is authorized or directed
 - What: References the action to be taken
 - When: References the timeframe in which the action is to be taken
- Only one motion can be considered at a time.
- Once a motion has been made and seconded, it must be acted upon before another motion is considered
- The chair may not make or second a motion

Making A Motion

- To make a motion, the maker should say:
 - “I move that...” or “ I move to...”
- Never say “I make a motion to...”
- A motion must be seconded by another member to stand
- A second merely implies the seconder of the motion agrees the body should consider/discuss the motion on the floor – not necessarily that he/she supports the motion itself.
- Once a motion is made and properly seconded, the chair should open the floor for comments from citizens present.
- Once all citizens have commented the chair should restate the motion, which means the motion belongs to the board and no longer to the maker of the motion.
- After the motion belongs to the board the chair puts the motion to a vote by saying: “All those in favor say Aye..... All opposed say Nay”.
- After the vote is tallied, the chair rules on which side won the vote.

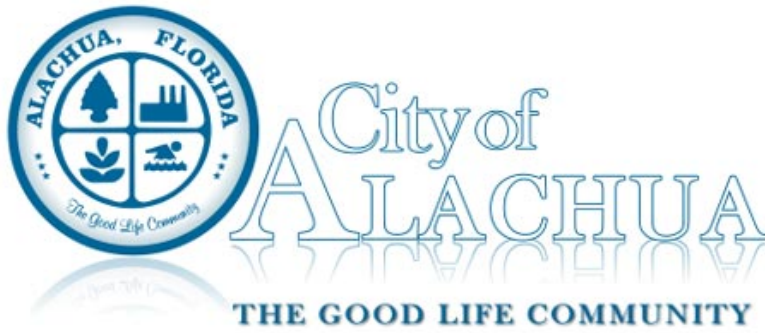


Amending A Motion

- Amending a motion means to modify a pending motion in some manner prior to voting on the pending motion.
- An amendment must be related to the pending motion and have a relevant bearing on the meaning of the pending motion.
- There are three basic processes for amending a motion:
 - To insert or to add words
 - To strikeout words
 - To strikeout and insert words
- The amended motion requires a second and the floor should be opened for public comment after amended motion stands
- The amendment requires a majority vote to adopt

Summary

- The chairperson runs the meeting
- The meeting starts when the chairperson calls the meeting to order
- If a motion is to stand for discussion, someone has to “second” it
- If the motion is to be changed, someone must make a motion to amend.
- At the end, the chairperson will take a vote. Majority wins.



Board/Committee Agenda Item

MEETING DATE: 12/7/2022

SUBJECT: Sunshine Law and Public Records Presentation

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:
Receive the Presentation.

Summary

Staff will provide an overview of the Sunshine Law and how it applies to the SRAB.

ATTACHMENTS:

Description

- ☐ Sunshine Law

SUNSHINE LAW & PUBLIC RECORDS



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Florida's Sunshine Law

- Florida's Sunshine Law is considered the gold standard of open records and meetings laws across the country
- No other government on the planet is as open as Florida

What this Means for Board Meetings

- Provides a right of access to governmental proceedings
- Affects mostly city council and advisory board members
- Meetings must be open to the public
- Reasonable notice must be given
- Minutes must be taken

What it Means for the interaction of the Board Members

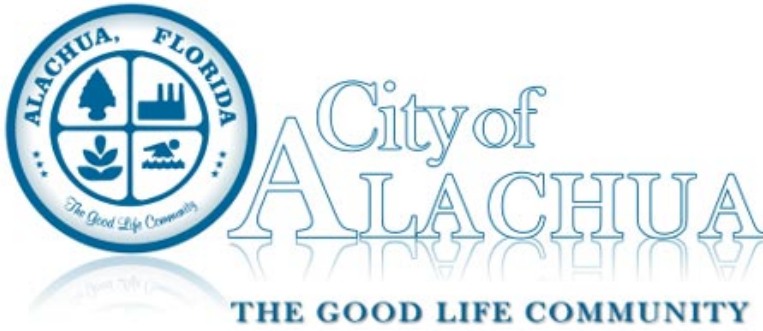
- All discussion about Public Business must be conducted in a Public Meeting
- Any discussion about Public Business conducted in private is strictly forbidden: this includes siblings, spouses, etc.
- All discussion about Public Business on Social Media must be maintained by the City: Facebook, Twitter, Instagram, YouTube, email, text messages.

Public Records

- A Public Record is any information related to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.
- If you used it to communicate public business, it's a public record
- Rule of Thumb: Don't create a record until it is necessary

Questions?





Board/Committee Agenda Item

MEETING DATE: 12/7/2022

SUBJECT: As the Page Turns - A Book Club For Seniors

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:
Receive the presentation.

Summary

A large part of the function of this board is to serve the senior community. In an effort to engage the senior community on an intellectual level and to bring social activity to them at the same time, we have started a book club. A book will be chosen and two months are provided to either read the book or listen to it. At the end of the two months, a party will be held at Legacy park community room, with decorations and food that fit the theme of the book.

ATTACHMENTS:

Description

- ▣ Samples of Books
- ▣ First Book - Completed

43 Chapters

Adventures of Huckleberry Finn

Mark Twain (1835 - 1910)

Adventures of Huckleberry Finn (1884) by Mark Twain is one of the truly great American novels, beloved by children, adults, and literary critics alike. The book tells the story of "Huck" Finn (first introduced as Tom Sawyer's sidekick in *The Adventures of Tom Sawyer*), his friend Jim, and their journey down the Mississippi River on a raft. Both are on the run, Huck from his drunk and abusive father, and Jim as a runaway slave.

As Huck and Jim drift down the river, they meet many colorful characters and have many great adventures. The true heart of the story, however, is the friendship between Huck and Jim. A constant theme throughout the book is Huck's internal struggle between what he has been taught, that helping a runaway slave is a sin, and what he truly believes, that Jim is a good man and it couldn't possibly be wrong to help him.

Adventures of Huckleberry Finn was unique at the time of its publication (1884) because it is narrated by Huck himself and is written in the numerous dialects common in the area and time in which the book is set. Although the book was originally intended as a sequel to the children's book *The Adventures of Tom Sawyer*, as Twain wrote *Adventures of Huckleberry Finn* it progressed into a more serious work. Twain's views on slavery and other social issues of the time become clear through the words, thoughts, and actions of Huck Finn. The book has always been the subject of great controversy, and according to [The American Library Association](#) it was fifth on the list of most frequently challenged books in the 1990s. (Summary by Annie Coleman)

Genre(s): Children's Fiction

Language: English



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12 Chapters

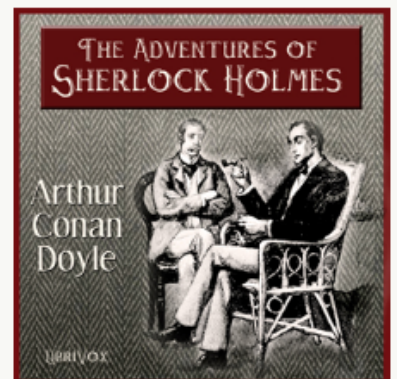
The Adventures of Sherlock Holmes

Sir Arthur Conan Doyle (1859 - 1930)

The Adventures of Sherlock Holmes is a collection of twelve stories by Arthur Conan Doyle, featuring his famous detective. They were originally published in the Strand Magazine from July 1891 to June 1892. The title character was named after famous American poet Oliver Wendell Holmes, Sr. (Summary from Wikipedia)

Genre(s): Detective Fiction

Language: English



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12 Chapters

The Art of Conversation: Twelve Golden Rules

Josephine Turck Baker (1864 - 1942)

Many of us find it challenging to speak to other people, for various reasons. Some of us are afraid of being called a bore. Others are worried that we will be accused of hogging attention. Many of us simply don't know what to talk about. This book is an entertaining and enlightening manual that may be able to help. Through a series of twelve dialogues between a man and a woman, we are introduced to twelve "golden rules" that will help us navigate the waters of interpersonal communication. (Summary by Devorah Allen)

He: Read by KevinS

She: Read by Devorah Allen

Genre(s): Dramatic Readings, Family & Relationships, Self-Help

Language: English



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5 Chapters

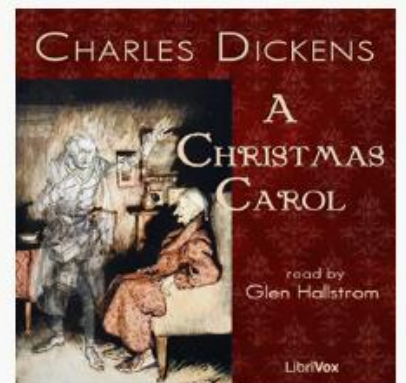
A Christmas Carol (version 02)

Charles Dickens (1812 - 1870)

A Christmas Carol (full title: A Christmas Carol in Prose, Being a Ghost Story of Christmas) is A Christmas Carol is a Victorian morality tale of an old and bitter miser, Ebenezer Scrooge, who undergoes a profound experience of redemption over the course of one evening. (Wikipedia)

Genre(s): Culture & Heritage Fiction, Fantastic Fiction

Language: English



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8 Chapters

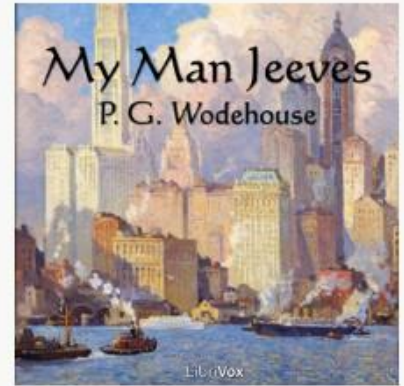
My Man Jeeves

P. G. Wodehouse (1881 - 1975)

Bertram Wooster is an English gentleman living in New York, who seems to get himself into all sorts of jams. It's up to his manservant Jeeves to come up with the plan to save the day from unpleasant houseguests, stingy uncles, broken hearts, and hard-partying aunts. (Summary by Mark Nelson)

Genre(s): Humorous Fiction

Language: English



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12 Chapters

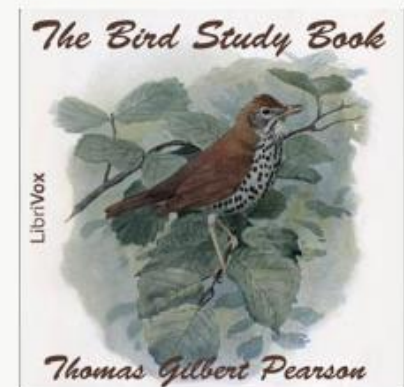
The Bird Study Book

Thomas Gilbert Pearson (1873 - 1943)

Do you enjoy bird watching? Would you like to learn a little more about the early conservation efforts to protect wild birds? In the Preface to The Bird Study Book, Pearson tells us "This book was written for the consideration of that ever-increasing class of Americans who are interested in acquiring a greater familiarity with the habits and activities of wild birds. Attention is also given to the relation of birds to mankind and the effect of civilisation on the bird-life of the country." An avid ornithologist, T. Gilbert Pearson (1873-1943) was a co-founder in 1905 of the National Association of Audubon Societies of which he was first secretary and then president for many years. He was also a pioneer of the conservation movement in the United States, international bird protection and broad nature education for school-aged children. (Audubon Magazine. 42: 370–371. Nov-Dec 1943)

Genre(s): *Non-fiction, Animals, Nature

Language: English



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23 Chapters

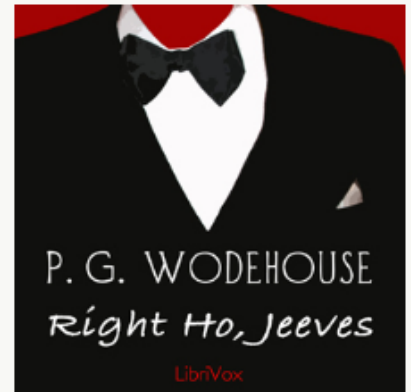
Right Ho, Jeeves

P. G. Wodehouse (1881 - 1975)

Bertram Wooster's manservant, Jeeves, is renowned for his ability to apply his keen intellect to solve all problems domestic, and Bertie's friends and relatives flock to him for his counsel. But Wooster, jealous of Jeeves's fame, decides to step in and take over as the fixer of his pal's engagement, his aunt's gambling debts and old school-mate's desire to propose marriage. How far will Bertie sink them all in the soup? Will Jeeves come to the rescue? "Right Ho, Jeeves" features of course Bertie and Jeeves as well as Gussie Fink-Nottle, Tuppie Glossop, Aunt Dahlia and Anatole the high-strung French chef in this P.G. Wodehouse farce of England's upper crust. (Summary by Mark Nelson)

Genre(s): Humorous Fiction

Language: English



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26 Chapters

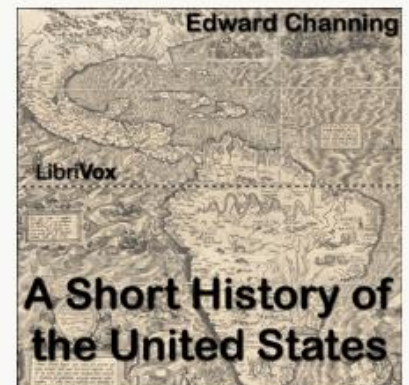
A Short History of the United States

Edward Channing (1856 - 1931)

Channing's best known work, A History of the United States, is regarded as one of the most complete and accurate accounts of American history and received the 1926 Pulitzer Prize for History. (Summary from Wikipedia)

Genre(s): General, Early Modern

Language: English



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38 Chapters

Anne of Green Gables

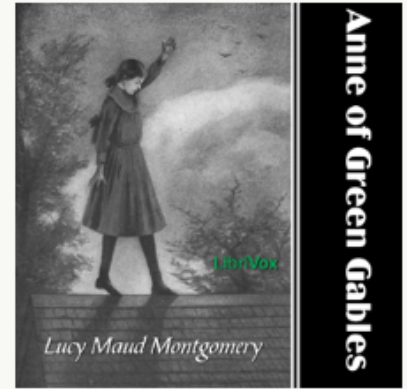
Lucy Maud Montgomery (1874 - 1942)

Lucy Maud Montgomery's classic children's novel, *Anne of Green Gables* tells the story of a red headed orphan girl with a personality you can't help but love. Despite her "tragical" past, Anne's optimism and imagination have helped her to always see the best in things. Anne's life changes considerably when she is accidentally adopted by the Cuthberts, a brother and sister who thought they were getting a boy to help out on the farm. The Cuthberts decide Anne will have to be sent back to the orphanage but before they know it, she has begun to work her way into their hearts. (Summary by Annie Coleman)

Genre(s): Children's Fiction, General Fiction, Humorous Fiction

Language: English

Group: *Anne of Green Gables* and related works



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24 Chapters

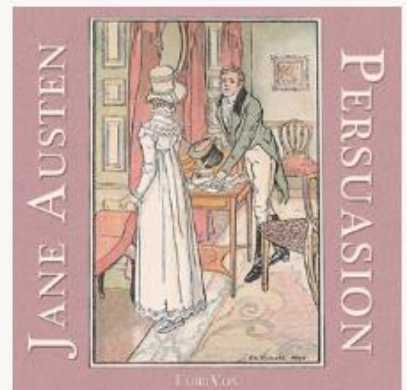
Persuasion (version 5)

Jane Austen (1775 - 1817)

Persuasion is a regency Cinderella-esque tale of a young woman, the beautiful Anne Elliot, who is persuaded from marrying the Naval officer of her heart. It is now almost nine years since she rejected him. Bonaparte has abdicated and England's sailors return home covered in glory. Fredrick Wentworth is now a rich and highly eligible sea captain and the two are curiously thrown together. Will their forgotten affection blossom anew? Or has the captain found another? (Summary by rlowalrus)

Genre(s): General Fiction, Romance

Language: English



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12 Chapters

My School Days

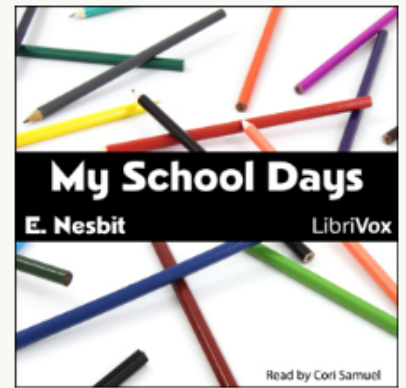
E. Nesbit (1858 - 1924)

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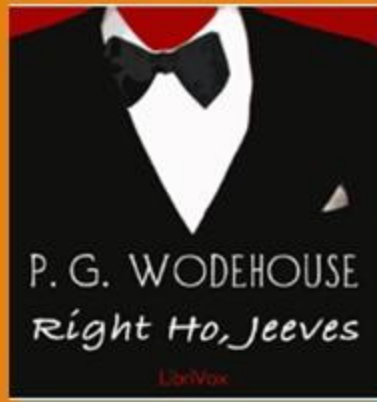
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