

Attachment D COA Member Reports – Suggested Guidelines

Former Commissioner Joe Heastie suggested the following format for the Commission on Aging (COA) members' reports.

At COA meetings, Commissioners verbally report on their activity since the last meeting. Members usually report on meetings and events they attended that are relevant to the aging community. Sometimes members report on future events and activities.

Commissioner Heastie suggested that members focus on items of interest and items relevant to the mission of the COA, considering whether the report provides the COA with data to act upon in advancing the agenda. Activities simply of possible interest might best be left to conversation outside of the formal meeting.

Finally, the proposed format is intended for use as email to members, through the Area Agency on Aging (AAA) office. Send your reports to Linda Hernandez-Giblin prior to the COA meeting.

FORMAT

- I. Date (of submission to the AAA office)
- II. Member name and district (e.g. J. Heastie Providence District)
- III. Report Period (e.g. September 15 to Present)
- IV. Activity or event (e.g. Northern Virginia Aging Network (NVAN) meeting on September 21, 2011.)
- V. Description (Briefly highlight items relevant to the COA mission and agenda. (i.e. is there some way the COA can use this information?))
- VI. Designation (Should the COA include this on a future COA meeting agenda? Is this a possible Golden Gazette article? Does this require some immediate action by the COA?)
- VII. References (Provide name and location of any reference material.)
- VIII. Repeat IV through VII for other activity

Remember to be as brief as possible. From Commissioner's Heastie's background source: "Your report should be as long as it needs to be, but no longer." Also, this quote by Pascal: "I have made this longer, because I have not had the time to make it shorter."