



Agenda

City of Lawton (COL) RSVP Advisory Council

November 9, 2021
10:00 a.m. to 11:00 a.m.
Owens Multipurpose Center; 1405 SW 11th Street

Meeting called by: Jessica Musselman; COL RSVP Administrator
Meeting called @ _____

Members of Council: Ed Davis
Sam Samuels
Tony Washington
Lennetta Davenport
Mary Fountain
Joyce Grimes
Shirley Williams
Gloria Monroe
Mary Ann Hankins, Liaison

Guests:

- Program Operation & Evaluations:**
1. Reading and approval of Aug 6, 2021 minutes
 2. All staff has returned. Office is open 8am-5pm (closed for lunch)
 3. Performance Monitoring / Corrective Action Plan
 - a. New program specific office policies
 - b. Accurate unduplicated data tracking
 - c. Performance Measure adjustments
 4. Updating MOUs for volunteer stations

- Recognition & Public Relations:**
1. UPCOMING BANQUET: RSVP Holiday Celebration
December 10th from 5 – 7 p.m.
 - a. Location of GPC Annex room for no additional cost
 - b. Menu - TBD
 - c. Entertainment: Bingo games for raffles prizes
 2. Mass mailing for Veterans Day – Lapel pins, name tags, and other promotional items.

MINUTES
City of Lawton Retired and Senior Volunteer Program

Minutes of the City of Lawton Retired and Senior Volunteer Program meeting held November 9, 2021 at the Owens Multipurpose Center; 1405 SW 11th Street, Lawton, OK.

The meeting was called to order at 10:11 a.m. by RSVP Administrator, Jessica Musselman.

Notice of the meeting and agenda were presented to the Council as required by RSVP bylaws.

1. ROLL CALL

MEMBERS PRESENT: Sam Samuels
Tony Washington
Lennetta Davenport
Mary Fountain
Joyce Grimes
Shirley Williams
Gloria Monroe
Mary Ann Hankins
Jessica Musselman

MEMBERS ABSENT: Ed Davis – unexcused

2. CONSIDER APPROVAL OF THE MINUTES OF THE AUGUST 6, 2021 MEETING OF THE RETIRED AND SENIOR VOLUNTEER PROGRAM

MOTION by TW, SECOND by SS to approve the minutes of the August 6, 2021 meeting of the Retired and Senior Volunteer Program.

VOTE ON MOTION: AYES: Washington, Samuels, Fountain, Grimes, Monroe, Williams, Hankins, Musselman. NAYS: None. MOTION CARRIED 8 – 0.

3. NOTICE OF NORMAL OFFICE HOURS

RSVP staff have returned from leave and the office is operating at normal hours, 0800 – 1700, closed for lunch from 1200 to 1300.

4. DISCUSSION OF PERFORMANCE MONITORING/CORRECTIVE ACTION PLAN

Administrator has completed the performance monitoring/corrective action planning in accordance with AmeriCorps Seniors. The assigned monitoring officer reviewed the submitted policies on purchasing, timekeeping, federal cash drawdowns, and record retention then approved all documents.

5. NOTICE OF MEMORANDUM OF UNDERSTANDING (MOU) UPDATES

All documents for the (4) stations needing renewal have been signed and updated.

6. DISCUSSION OF UPCOMING HOLIDAY CELEBRATION BANQUET

The Holiday Celebration Banquet is set for 12/10 from 5-7 pm at the Great Plains Coliseum Annex. Entertainment will be Bingo for raffle prizes. Menu will be a traditional holiday meal.

7. NOTICE OF VETERANS DAY MASS MAILINGS

RSVP sent out mass mailers to all volunteers that included lapel pins (including veteran pins for all veterans), name tag and other promotional items.

8. NOTICE OF COMMUNITY DRIVE-THRU HEALTH FAIR

RSVP is participating in the Comanche Nation Elderly Center (CNEC) Community Health Fair, a drive-thru event on Friday, November 19, from 10:00 am to 2:00 pm at the Cameron University parking lot.

9. NOTICE OF DECEMBER NEWSLETTER

RSVP is preparing semi-annual newsletter for December mailing.

10. OPEN FLOOR DISCUSSION

SS – Disabled American Veterans (DAV) #55 dispersing poppy flowers for Remembrance Day. Contact for list of locations to advertise on Facebook with Canva.

SS – Requested RSVP inquire about lowering age of volunteers. JM to ask state program officer if anything is in legislation regarding lowering the age requirement.

LD – CNEC looking for volunteers federal tax income knowledge. JM/MF suggested AARP volunteers. JM to gather list to send to LD. MF suggested volunteer Maurine Wiseman.

LD – Working on organizing volunteer group at CNEC to partner with RSVP. JM suggested information booth/speaking at next CNEC meeting.

JG – Inquired if Mobile Meals (MM) had any luck recruiting new volunteers. RSVP provided letters promoting the program for MM to disperse to drivers. RSVP staff to check with Belinda Anderson/Pat Powell to see if JM can attend MM's next board meeting.

MF – Shared upcoming AVS events: 11/9 at City Council for Proclamation for Veterans Day; 11/10 placing flags at the National Cemetery; 11/11 Veterans Day program at Elmer Thomas Park and veterans lunch at VFW 5263; 11/12 picking up flags at the National Cemetery.

JM – RSVP ordering Christmas ornaments/cards.

11. NEXT MEETING IS January 11, 2021 @ 10:00 a.m.

ADJOURNMENT

There being no further business the meeting was adjourned at 10:43 a.m.

MOTION by GM, SECOND by TW to adjourn.