**AGENDA**

**STRATEGIC ACTION PLANNING GROUP ON AGING**

**Monday, August 31, 2015**

**2:00 p.m. – 5:00 p.m.**

**1290 Broadway**

**First Floor Independence Conference Room**

**Conference Dial-in Number: (712) 432-0360**

**Participant Access Code: 216470#**

1. 2:00 Roll Call and Introductions of Planning Group Members

(Attachment)

1. 2:10 Accept Meeting Summary

(Attachment) Rich Mauro

Review and accept August 17 meeting summary

1. 2:15 Approve Bylaws

(Attachment) Jennifer Schaufele

Discussion and motion to approve bylaws

1. 2:45 Elect Officers

 Elizabeth Garner

Nominations for and Election of Chair and Vice-Chair (and additional officers if included in bylaws)

1. 3:00 Approve Conflict of Interest Form

(Attachment) Elizabeth Garner

Discussion and approval of Conflict of Interest form to be signed by all members

1. 3:10 Approve Request for Proposals

(Attachment) Wade Buchanan

Discussion and approval of RFP/RFQ for project administrator

1. 3:40 Discuss Work Plan

Initial discussion of need for a work plan and volunteers to develop an outline

1. 4:15 Discuss RFP/RFQ for Research/Data Analysis

Discussion of research and data analysis needs and scope of work for possible RFP

1. 4:45 Set Date and Agenda Topics for Third Meeting
2. 4:55 Public Comment Period