

COUNCIL ON AGING COMMITTEE
WINTER HOLIDAY PARTY MEETING AGENDA

Tuesday November 20, 2018 – 2:00 PM – Richmond Town Hall, 1529 State Road

- 1. Create a Task Force for each of the Following:**
 - a. Decorate the Room**
 - i. Crew**

 - b. Move the Tables and Chairs**
 - i. Crew**

 - c. Set the Tables (linens, placemats, decorations)**
 - i. Crew**

 - d. Prepare Coffee, Hot Water for Tea**
 - i. Crew**

 - e. Volunteer to be ice-cream sundae maker**
 - i. Crew**

 - f. Clean Up**
 - i. Crew**

- 2. Discuss the Menu**