**BOARD MEETING**

**[Organization Name]**

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| **Date** | **Time** | **Location** |
| [Date] | [Time] | [Location] |

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| **Activity** (Outline) | **Estimated time** | **Method** | **Resources**  (speaker, materials, handouts) |
| **Welcome** | 5 min. | Facilitator explains her role and background with program. | PowerPoint slide 1  Coffee and snacks |
| **Learning objectives:** Participants will:   1. Understand how aging can affect driving ability 2. Identify warning signs that driving may not be safe 3. Understand local transportation alternatives and how they work | 5 min. | Provide overview and housekeeping. | PowerPoint slide 2 |
| **Warm-up and introductions**  **Ice-breaker:** Stand up if you ... (e.g. speak more than one language; have grandchildren, can do the cha-cha-cha) | 15 min. | Go around the room for introductions – name, where you are from, and your best driving tip. | N/A |
| **Content**- Older Drivers: myths and realities  **Main points:**  Aging eventually causes slowdown in reflexes and response time (possible side effects of medications; hearing and vision impairment; memory and concentration).  Warning signs that driver should stop driving | 20 min. | Lecture and large group discussion  Callout: What are some things you have seen or experienced, or heard about regarding elderly drivers that concerned you? | PowerPoint slides 3-5  Blackboard or chart for writing  Warning signs checklist (handouts) |

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| **Activity** (Outline) | **Estimated time** | **Method** | **Resources**  (speaker, materials, handouts) |
| **Exercise:** “How is my Driving?”Problem-solving scenarios –people in different situations who must soon give up driving (in groups of 3-4)  **Objective:** To reinforce information covered on warning signs but also help participants empathize with older drivers; to start thinking of driving alternatives and how to ease a difficult transition. | 15 min. | Small group discussions | PowerPoint slides 6  Exercise Worksheet  Blackboard or chart for writing |
| **Break:** 11:00 – 11:15am | 15 min. |  |  |
| **Exercise Debrief** | 15 min. | Large group discussion: Ask each small group to share ideas and note on blackboard. | Blackboard or chart for writing |
| **Content**: Local Transportation Options  **Main points:**  Greenville’s public transportation system and how it works  Local volunteer transportation programs and how they work | 15 min. | Call out: What are the alternative transportation options in this area? Would you recommend them to a friend? Why or why not? (note options on blackboard, then show slide 7) | PowerPoint slides 7-8  Blackboard or chart for writing |
| **Closing**  Discuss how to find more information (local transportation websites and phone numbers; national resources such as National Institute on Aging, AARP Driver Safety Program, Aging Parents and Elder Care) | 10 min. | Point out recommended resources | PowerPoint slide 9  Resource Handout |
| **Training Evaluation/Feedback** | 5 min. | Explain purpose and asks one participant to collect them. | Feedback form (anonymous) |

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