

welcome to the boulder interagency network.

Welcome! The Boulder Interagency Network is a long-standing tradition of Boulder County senior care professionals of all disciplines coming together to share and connect. Meetings are the third Wednesday of each month at 9:00am; locations vary. We are a lively, warm, and collaborative group; here's what to expect:

standard agenda

9:00-9:15am Breakfast and Networking

9:15-9:40am Introductions

Each person stands and gives a BRIEF introduction—Name, Company Name, and one sentence on their company. Please do not elaborate, list differentiators or announce special events at this time.

9:40-9:45am A Word from Our Host

Host is offered the opportunity to speak for 3-5 minutes about their organization.

9:45-10:00am Collaborations

This is the opportunity to stand and give a "shout-out" to any community members with whom you have collaborated in the past month.

10:00-10:15am Special Projects

Interagency group discusses any special projects we are working on as a group. Past efforts have included holiday gift baskets for disadvantaged seniors (this is an annual project), and fundraisers for seniors affected by wildfires. If you have a group project to suggest, please bring it up at this time.

10:15-10:30am Announcements

An opportunity to make announcements about your company or upcoming events. Please be brief so that everyone has time to share.

the interagency contact list

A spreadsheet is emailed to our group each month containing the names and contact information of everyone who has attended interagency. New members get info to Sara Griswell to be included on the list. Sheet 1 of the spreadsheet is organized by last name and Sheet 2 is organized by category.

If you have a communication to send to the group, you are encouraged to do so yourself; if you need assistance with this, contact Sara. Please note that the Interagency contact list is **not** intended as a marketing tool.

How to send an email to the group:

Highlight email addresses (column D) in the spreadsheet 50 at a time (most email service providers only allow 50 recipients per email. Your email service provider may also limit the number of emails you can send per hour—check with your individual provider).

Right click and choose COPY, or hit Ctrl+C.

Right click in the "BCC" field of your email, and choose "Paste", or hit Ctrl+V

The subject of your email should begin with IA.

Should I send this out to the group?

Yes:

- Special events at your company or in the community
- Occasional special requests to help a senior (example: Hospice patient's dog needs a home)
- Fundraisers for senior related causes
- Opportunities for members to participate in community events (Caregiver Symposium, Senior Law Day)

No:

- Marketing/outreach information about your company
- Company newsletters
- Personal non-senior related fundraisers
- Requests to the group to work together on a project or fundraiser (this should be introduced at the meetings)

Please limit it to OCCASIONAL announcements.

the team

Sara Griswell of **Homewatch CareGivers** manages the host schedule, contact list, and resource directory, and facilitates most meetings. However, Interagency is a group effort and other long-term members are very involved in its coordination, including:

Sandy Hollingsworth, social worker in gerontology

Michelle Winston, PsyD, neuropsychologist

Bob Groening, Affiliated Financial Group

Tammy Ford, The Carillon at Boulder Creek

Lynne Foley, The Carillon at Boulder Creek

Jacki Meyers, City of Boulder Senior Services

hosting interagency

If you would like to host Interagency, contact Sara to be put on the schedule. Hosts are scheduled up to a year in advance, on a first-come-first-serve basis.

Hosts must:

- Be located in Boulder, Louisville, Lafayette, Longmont, Niwot, or Broomfield
- Have seating and space for 100
- Be able to reserve that space from 8:30-11:00am the morning of the meeting (for early birds and late stragglers)
- Provide breakfast and coffee
- Have ample free parking for 100

If your company would like to host but does not have space for the meeting, you can partner with another company to rent space or find another free location to host.

questions?

First check Facebook!

www.facebook.com/boulderinteragency
Meeting dates & locations are under "Events"

Still need help?

Call Sara Griswell 303-444-1133
or email sarag@homewatchboulder.com.

the resource directory

The Boulder Interagency Resource Directory is a special perk for **actively attending members of Interagency**. During the April and May meetings, forms are distributed that allow you to provide contact info and a few sentences about your company to be included in the resource directory. Forms must be turned in to Sara Griswell by June.

The resource directory is organized by discipline, and distributed in PDF format to the Interagency group members, as well as posted to the City Of Boulder Senior Services website.

You must turn your form in to Sara AT THE MEETING to be included in the directory.

Members may only be listed under one category so please choose carefully (categories are listed on the form).

Once distributed in July, the directory will not be edited until the following year.