



**SUNSET VILLAGE, INC.**  
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### **Census Committee Minutes**

**DATE:** Tuesday, March 29, 2023  
**TIME:** 10:00AM  
**WHERE:** Library and via Zoom

#### **Zoom Meeting Links:**

<https://us06web.zoom.us/j/82127862141?pwd=U3hvZ31zOGJ0QUJ5dVJOWVhvRDVvQT09>

**Meeting ID: 821 2786 2141**

**Passcode: 649856**

**One-Tap Mobile: +1 305 224 1968 US**

**Call to Order:** by Maggie Stokes at 10:00AM

**Participating Members:** Maggie Stokes, Chairperson, Roberta Maynard, Co-Chairperson  
Committee Members: Jan McCoy, Mary Peddle, Janet Pauley, Brenda McCarthy, Kathleen Russell, Lisa Bunnell, Madlyn Ward, Bridget Thomas, Linda Barron, Judy Halfyard and Larry Smith all present. -----via zoom.

**Proof of Notice of Meeting:** March 21, 2023, at 7:15AM

**Review of the Census Process:** Maggie Stokes reviewed the remaining streets left to be done.

Approximately five street in total.

-What did we do right? What did we do wrong? A review of the process and discussion of improvements for the next census. Some of the items discussed as follows.

Starting the census count in January.

The packet sizes were good.

The census sheets worked well and will be better updated next time.

An email sent out prior to the next census explaining the need for census.

The buddy system remains a necessary but will consider an exception for people known to the census volunteer.

Distribution of the census sheets to the volunteers can be an inconvenience at times. Volunteer may keep the incomplete packets overnight to start earlier the next day. All completed packets to be returned to the office in the afternoon. This suggestion will be taken under advisement.

Maggie will write up a procedure for the next census.

**Who Sees the Information:** The data entry volunteers will see the information. Currently, there are 2 volunteers. There is a meeting set up with the computer tech to complete the data system. All phone books

should be updated by the fall. The identification sheet will be placed in a notebook and kept secure most likely in the safe. The remainder information will be put into a data system on an office computer.

**Comments:** Bridget McCarthy commented on how some people were delighted to have an emergency contact on file. People may leave a key in the office for their home to be used in the event of emergency or to gain access per the homeowner's request. An email will be sent out to inform the homeowners that this is still available, and a key can be brought to the office. During the census visits, it was noted some of the senior residents enjoyed the company of the census takers. Idea of a visitation group may be formed for some of our seniors.

The Communication Committee met on March 28, 2023, and there are 2-page list of sale. Eleven new homes in process. The information should be obtained during the application and interview process.

Maggie commented that it will be nice to have our records in order. Included an updated list of birthdays and anniversaries.

Maggie expressed her gratitude and thanks to the hardworking census takers. It was a big undertaking, and it could not have been done without all the volunteers. The volunteers spent many hours to complete the project and did so in a timely manner. Great job and many thanks!

**Next Committee Meeting Schedule:** TBD

**Adjournment:** Mary Peddle motioned to adjourn the meeting at 10:39AM

Second by: Roberta Maynard

Respectfully submitted: Roberta Maynard