



Living Well Service Area Monthly Agenda Template

- 1) Welcome and introductions
- 2) Review of last meeting, update of action plan tasks
 - a. Brief recap of last meeting
 - b. Report in on action plan tasks-successes, challenges
- 3) Upcoming workshops (in area)
 - a. Where are they being held, who is leading them, how many people are registered, are there recruitment concerns?
- 4) Upcoming leader trainings (statewide)
 - a. Who has been identified as a leader candidate from the workshops that are in session or have just ended?
 - b. May/may not have any scheduled, need will dictate
- 5) Workshop questions, challenges, concerns, successes
 - a. Share so that others can learn
- 6) Action plan
 - a. Determine 3-4 actions to be taken before the next meeting
- 7) Partnership development
 - a. Who are you actively working with to make *Living Well* sustainable
- 8) Today's take-aways
- 9) Review of next meeting date, time
- 10) Adjourn

**The meeting agenda for your area may not include all points. Meetings are intended to be brief (15-20 minutes) and should assist you in making *Living Well* sustainable in your service area, and ultimately in Nebraska.