

# Suggestions for Holding a Wellness Committee Meeting

## Before the Meeting

- Schedule meetings at least one month in advance
  - Send a calendar invite to committee members
  - Encourage parents and community members to attend
  - Best practice: meet twice per year
- Request agenda items from committee members two weeks in advance
- Determine if there is reading or preparation for committee members prior to the meeting
  - If so, send out items at least one week in advance
- Send a reminder email one or two days prior to the meeting

## Agenda Item Ideas

- Review the Local Wellness Policy (LWP) regulations for compliance
- Complete the [School Wellness Policy Checklist](#)
- Determine priority items to be compliant with LWP requirements and create an action plan
- Discuss ways to recruit committee members (parents, community)
- Discuss ways to embrace wellness and create a culture of wellness
  - Student wellness challenge
  - [Active rewards](#)
  - Taste tests of fruits and vegetables
  - [Additional wellness ideas and activities](#)
- Write a vision statement for the wellness committee

## During the Meeting

- It can be helpful to appoint three different committee members to:
  - Lead the meeting
  - Take notes
  - Keep time
- Some of the items to include in the notes are:
  - List of ways stakeholders were made aware of the meeting (website, newsletter, etc.)
  - Date, time, location (weblink if virtual)
  - Meeting attendees, note if committee members or guests
  - Agenda items, summary of discussion and resolution
  - Action items/next steps, due date and who is responsible
  - Date selected for the next wellness committee meeting

## After the Meeting

- Share out the meeting notes
- Send a calendar invite for the next committee meeting
- Follow up on action plan items