

# Wellness Committee Meeting

## January 22, 2009



### Agenda

1. February 2<sup>nd</sup> Institute
  - A. Sample individual schedule
  - B. Breakout sessions
    - ✓ committee members' roles and responsibilities
    - ✓ introductions of presenters
    - ✓ nurses and/or other trained AED users
    - ✓ contact your presenter:
      1. give final schedule and room location
      2. see if any technology needed; **tell Mary G.**
      3. see if a boom box or other music player is needed; **tell Mary G.**
      4. for paid presenters, request invoice for fee (Grotto done)
    - ✓ condensed schedule as back-up in case of inclement weather
  - C. Refreshments and lunch
    - ✓ breakfast from Chartwells
    - ✓ lunch pick-up organization and location
    - ✓ eating locations
    - ✓ afternoon snacks
  - D. Wellness quiz and prizes
    - ✓ short quiz?
    - ✓ prizes
    - ✓ volunteers to run this
2. March 24<sup>th</sup> Wellness Fair
3. Other Items from Members

*Next Whole Group Committee Meeting: February 26, 2009*