

Suggestions for Monthly Meetings

Month	Focus	Action item(s) for Members
Month 1 July	Ensure all interventions have the volunteers needed to be successful	1. Identify workgroup to look for new health data 2. Look for new intervention ideas & opportunities
Month 2 August	Report from health data workgroup Generate list of new ideas for interventions	1. Identify teams to work on new intervention ideas
Month 3 September	Set 1 & 5 year Wellness Goals & Objectives	1. New Intervention teams continue to work new ideas
Month 4 October	Reports from new intervention teams	1. Everyone fills out new intervention questionnaires 2. Identify Intervention Evaluation Team
Month 5 November	Discuss how & when evaluations of interventions will be done	1. Identify leads to carry out the evaluation 2. Decide which interventions to review next month
Month 6 December	Evaluation reports for half the interventions	Provide feedback on all interventions
Month 7 January	Evaluation reports for half the interventions	Provide feedback on all interventions
Month 8 February	Generate list of lessons learned Generate draft list of interventions	Determine if prioritization of interventions is necessary If yes, decide how this will be done
Month 9 March	Prioritize interventions Review draft of the plan	Read & provide feedback on drafts of the plan
Month 10 April	Finalize the plan	Identify the workgroup to plan the celebration
Month 11 May	Celebrate last year's successes Orientation for new leaders in the coalition Address CWF questions about the plan	1. Submit grants to CWF once the plan are approved*. 2. Generate a list of all volunteer needs for interventions
Month 12 June	Share lists of all volunteer needs for all interventions & identify volunteers	1. Intervention leaders follow-up with new volunteers 2. Network with the community to fill volunteer needs

Quarterly Planning – what activities should occur during each quarter of the year

1Q – July, August, September	2Q – October, November, December
<p>Celebrate last year’s accomplishments Initiate Interventions Review new health data Set 1 & 5 Year Goals, Objectives</p>	<p>Seek out new intervention ideas Discuss how to review & evaluate interventions Review & Evaluate Interventions</p>
3Q –January, February, March	4Q –April, May, June
<p>Prepare reports, storyboards, videos of interventions Generate list of lessons learned Generate intervention tables</p>	<p>Prioritize Interventions & Finalize Plan Nominate individuals for leadership roles Identify volunteers for interventions</p>