

NC HEALTHSMART WORKSITE WELLNESS COMMITTEE MEETING

Worksite Name: _____

Date: _____ Time: _____

AGENDA

Call meeting to order

Old Business

Employee Interest Survey

Establish plan for distribution and collection of surveys

Worksite Policy and Environment Survey Report

Report the results of the survey

Establish long-term goals (strategies and steps) for policy and/or environmental changes at the worksite

Select resources from the four (4) workbooks

Management Issues

Funding for incentives and materials

Worksite policies regarding wellness activities

Strategies for Communicating with Management

Review Schedule of Future Meetings

Adjourn