

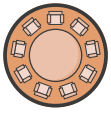
# BENCHMARK #2: COLLABORATION IN SUPPORT OF WELLNESS

## MEETING AGENDA/MEETING MINUTES

LOGISTICS	
<b>Meeting Date</b>	
<b>Time</b>	
<b>Venue</b>	
<b>Call-In Information</b>	

MEMBERS/REGISTER		
NAME	PRESENT	ROLES TO CONSIDER
		Convener
		Timekeeper
		Facilitator
		Note-taker/Secretary
		Communications
		Marketing/Promotion
		Executive or Executive Liaison
		Engaged Employees (appointed)
		Event Planner
		Benefits Liaison
		Data Liaison
		Facilities Representative
		If applicable: outside representatives for wellness program

TOPICS OF DISCUSSION	
<b>Welcome</b>	
<b>Topic 1</b>	
<b>Topic 2</b>	
<b>Topic 3</b>	
<b>Topic 4</b>	
<b>Schedule Next Meeting</b>	



# BENCHMARK #2: COLLABORATION IN SUPPORT OF WELLNESS

## MEETING AGENDA/MEETING MINUTES

MINUTES OF MEETING		
DISCUSSION	TIME	OUTCOME/DECISIONS
<b>Welcome and Introduction</b>		
<b>Topic 1 Summary</b>		
<b>Topic 2 Summary</b>		
<b>Topic 3 Summary</b>		
<b>Topic 4 Summary</b>		
<b>Schedule Next Wellness Committee Meeting</b>		

TASK	ACTION ON	ACTION BY

MINUTES OF MEETING	
<b>Meeting Date</b>	
<b>Time</b>	
<b>Venue</b>	
<b>Call-In Information</b>	