

# Wellness Meeting

October 22,2020

3:30-4:00pm

Google Meet

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**Meeting called by:** Jimma Holder **Type of meeting:** Organization of the Annual Plan

**Facilitator:** Jimma Holder **Note taker:** Jimma Holder

**Timekeeper:**

**Attendees:** Dr. Lee Smith, Susan Rowell, Bridget Martin, Amy Bartow, Susan Bodey, Bridget Buckley, Tamara Smart, Lisa Falls, Becky Richardson, ,Robin Castor, Bobbi Baker, Jimma Holder

**Please read:** Wellness Committee Requirements-Annual Documentation of Completion

## *Minutes*

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**Agenda item:** Annual Requirements **Presenter:** Jimma Holder

### **Discussion:**

Jimma Holder went over the annual requirements and duties of the wellness committee. She asked that each building look over the checklist and assign duties for each task on the checklist to begin completion of the requirements. Questions were taken and answered as needed throughout the meeting. One item added to the agenda was for the committee is to look over the menus and make recommendations of needed changes.

### **Conclusions:**

The building committees will begin working on the checklist and bring the progress to the next meeting which will be held November 10, 2020 at 3:30 pm

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Checklist Duties- assign duties from the checklist	Building Reps	Next Meeting
✓ Menus- look over the menus as provided	All members	Next meeting
✓ Enter action items here	Enter person responsible here	Enter deadline here

## *Other Information*

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**Special notes:**