



VHA (Area) Region Neighborhood Reps Meeting

(Date)

(Location) Recreation Center

SAMPLE AGENDA – AREA VICE PRESIDENTS Meetings with VHA Neighborhood Representatives (NR)

Preparation:

- Meet with Recreation Center Facility Specialist to set room layout; water; and coffee (optional)
- Prepare NR/guests sign-in sheets
- Optional: provide coffee and refreshments. AVP must bring all items.
- Email to NRs the meeting time and place. Optional: attach a copy of the agenda.
- Optional: Bring copies of agenda to the meeting.

Sample Agenda

Call to Order

Pledge of Allegiance

Welcome: (First meeting – AVP introduces self with background: where from; when moved here; family; previous experiences; interests; why joined the VHA.)

NR reports: First meeting – NRs introduce themselves as AVP had done.

All future meetings - NRs state their name, Village/Villa and report the interests and concerns of residents in their area. Ask if any and which handouts were distributed promoting VHA events and Villages information. (See samples and suggestions provided by other AVPs.)

Optional: Provide a writing tablet and ask an NR to take brief notes of suggestions and concerns which the AVP may include in the follow up email sent after the meeting.

VHA Update: AVP reports on latest VHA efforts / programs asking for reactions and input from NRs.

Upcoming Meetings and Dates: AVP states dates, times and locations of VHA events and meetings including the dates of the next meetings with NRs this year.

Meeting Follow Up

- Send a meeting follow up to NRs of topics, ideas and suggestions discussed during the meeting. List the dates, times and locations of VHA events reported during the meeting. Include all the NR meeting dates for the year. BCC emails to: President, Executive VP and other AVPs.
- Maintain contact with NRs through regular email updates of VHA events, programs and/or news during the months before the next meeting.
- Phone NRs who have not attended the last two (2) meetings to ask if they are well and encourage their attendance.