

IMM/LHD CCA
DSHS Contract Number:2012-039103
CORPUS CHRISTI-NUECES COUNTY PUBLIC HEALTH
DISTRICT
Exhibit B
Model Strategies for Successful Meetings

- Have facilitated meetings led by facilitator with expertise in leading diverse professionals in discussion.
- Have realistic goals and purpose for the collaboration and refer back to the goals and purpose when needed.
- Provide feedback to the group validating their input and suggestions.
- Recognize organizations and individuals for their contributions.
- Encourage group interactive.
- Schedule meetings consistently in professional and courteous environments.
- Invite diverse partners using the Use the Partner Identification Tool (Exhibit C) to select those who are locally available to you.
- Determine equipment needs prior to meeting.
- Give participants adequate notice of meetings.
- Develop a distribution system to send attendees the following:
 - Meeting announcements
 - Minutes from previous meetings
 - Call to action events
 - Other information as applicable
- Have and maintain attendance rosters.
- Agenda's shall include but not limited to:
 - Welcome
 - Introductions of attendees
 - Cover key points of meeting
 - Announcements
 - Cover meetings of previous meeting as applicable
 - Introduction of guest speakers as applicable