



**AGENDA FOR FIRST FLORIDA ACTION GROUP MEETING -
12:00 to 2:00 pm August 6, 2008**

1. **Welcome** (10 minutes)
 - a. Request volunteer to take minutes
 - b. Agree on ground rules for this first session of multi-stakeholder group
(e.g. respect all points of view, keep to agreed agenda and time limits; help make the meeting work rather than observe, pitch in to create a meeting that is fast-moving, interesting, worthwhile use of time, and energizing)
 - c. Review proposed agenda and plan for meeting. Modify as needed after group discussion
 - d. Appoint someone to be the champion of the people on the conference phone
 - e. Set next meeting date and location.

2. **Introductions** – (30 minutes. Allow 1 minute each – Use a timekeeper / stopwatch.)
 - a. Name, role, organization
 - b. As of today, what difference has attending the Summit or reading the ACOEM work disability prevention guideline made in your own practice, organization, community? (“None yet” is an OK answer)
 - c. Why did you accept the invitation to attend this meeting?
 - d. What is the most important thing you are looking for, or want to do?

3. **Review summary information re: June 1-2 Summit event** - (10 minutes)
 - a. Basic statistics, attendance, evaluation results, sign-up sheet results
 - b. Overview of draft report – main body, appendices
 - c. Assignment for next meeting: Read report in detail. Next time we will:
 - Make edits/corrections and approve for publication
 - Start identifying, grouping, and choosing first year projects.

4. **Define what success will look like for the Florida SAW Consortium.** (10 minutes maximum)

Two years from now, **IF** our Florida SAW Consortium has actually been successful:

- What we will see in Florida?
- What will have happened? What will actually have been accomplished?

- What will be different in Florida because this Florida SAW Consortium has been at work for two years?
- What will have become possible, that otherwise would NOT have been predicted?

5. Agree on what we have to do & who we have to be in order to make that vision of success actually happen. (20 minutes maximum)

Now let's imagine what will the Florida SAW Consortium will look like, itself – two years from you. (We're describing the Consortium that has been able to produce all these great results.)

- A. Who will be participating? Which stakeholder groups will be active?
Who will be dominating?
- B. What roles will people be playing? Which roles are really needed / essential? Which roles appeal most to you? Put an x in the appropriate boxes.

Needed / Essential	Willing to do this	Really want to do this	
			An overall leader or co-leaders who coordinate the whole thing
			Leaders who are in charge of keeping various parts of the organization humming
			Leaders who are in charge of specific projects
			People who are working on planning / producing regular events, like quarterly meetings, or annual or local summits
			People who are working on projects around specific topics like developing educational materials, conducting pilot programs, operating the speakers bureau.
			People who are growing the initiative / this organization by recruiting new members, raising money for projects from sponsors, and writing grant proposals.
			People who are keeping the wheels turning and members enthusiastic by running the social program and administrative services to members.
			People who are making sure we're all able to communicate and be up to date through a newsletter or emails, and keeping the membership database up to date, managing the website and other web-based tools.)
			Other people doing other important things?

6. Begin discussion of options for general purpose and design of Florida SAW Consortium. (20 minutes) See draft templates supplied by 60 Summits Project

- Purpose Statement
- Member Attraction Plan
- Operating Design
- Schedule and Projects for First Year

7. Recruit people to lead next meeting (5 minutes)

- Chair
- Co-chair

8. Agree on agenda for next (second) meeting (10 minutes)

PROPOSED AGENDA FOR 2nd MEETING

- A. Agree on a good name for our organization
- B. Recruit leadership board (leaders of key functions)
 - Chair / Co-Chair
 - Growth team (new membership)
 - Team Spirit team (morale and fun)
 - Outreach / Dissemination team
 - Program Activities team (projects)
 - Fund-raising / Sponsorship team
 - Support team (administration, budget/finance, membership services)
- C. Agree on how we will make decisions (quorum?, votes vs. consensus?)
- D. Begin planning first projects
 - a. Distribution of ACOEM guideline and Summit report
 - b. Outreach to stakeholder's professional organizations
 - c. Grouping options for projects from Summit workgroups
- E. Finalize Purpose Statement, Member Attraction Plan and Operating Design
- F. Other

9. Evaluate this meeting (5 minutes)

- How did this meeting go for you?
 - What worked? What didn't work?
 - What should we do differently next time?

HOMEWORK:

- Read Final Report
 - Help get it ready to distribute - Find errors / make corrections
 - Which projects be grouped / consolidated? Need more thought?
- Make your personal participation plan
 - Which of the functions / roles in the Consortium calls to you?

- What skills that the group needs can you contribute?
 - Which specific projects call to you?
- Identify missing Consortium members.
 - Who and what skills are missing in this group today?