

## Example: Yamhill County, Oregon, Policy Meeting Goals and Agenda

### Meeting Goals

The goals of today's meeting are to

1. continue work on and discussion about system mapping, key decision points, and use of evidence/information at decision points;
2. begin to develop a communications/messaging strategy; and
3. discuss upcoming work activities.

### Agenda

7:00 a.m. Review of today's meeting goals

7:05 a.m. Mapping

- Check in on key decision points and upcoming work group process
- Check in on data collection strategy
- Check in on resource inventory
- Preliminary discussion: opportunities for advancement

8:00 a.m. Communication/Messaging Strategy

- Who are the key audiences?
- What information do they receive now, and from whom?
- What are the things they most need to know?
- When do they need this information?
- Who is best positioned to provide this information?
- What are our "ground rules" about communicating?

8:50 a.m. Next steps

9:00 a.m. Adjourn

**Next Meeting Dates:** All meetings will be held in the Annex.

- February 3, 7:30–9:00
- February 15, 7:00–9:00
- March 3, 7:30 – 9:00
- March 15, 7:00–9:00
- April 7, 7:30–9:00
- April 19, 7:00–9:00
- May 5, 7:30–9:00
- May 17, 7:00–9:00
- June 2, 7:30–9:00
- June 21, 7:00–9:00