**AGENCY MANAGEMENT TEAM MEETING**

**Tuesday, January 17, 2017**

**10:00 – Noon – Bishop Conference Room**

Purpose of meeting: a monthly forum for the agency management team to 1) discuss the status of agency departments, their goals, concerns, and challenges; 2) create a space for conversations that strengthen intra-department communication and collaboration and share stories of success and 3) host education sessions on recent trainings, conferences or new initiatives.

The meeting sign in sheet does list those staff required to attend**.** An invitation can be extended to any agency staff member to attend. All staff attending will be prepared to fully participate in the meeting. Ground rules ask for a moratorium on phone calls, emails and texting – allowing for emergency situations. Designated lead for each department/team will be prepared to provide a monthly status report during the meeting.

**Agenda**

1. **Community Meeting & Welcome**
2. **Development and Marketing Activities/Updates**
3. **Finance Department Update**
4. **Human Resources Updates**
5. **Alliance Sr. Leadership Conference, Feb. 18-21**
6. **Direct Service Program Updates**
7. **Goals & Objectives Sharing – *Volunteers Needed!***
8. **Support Departments Activities/Updates**
9. **Agency Wide Calendar of Events – See list below**
10. **Shout Outs & Success Sharing**

**Upcoming Trainings/Meetings**

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| January 18 | 9:00 – 2:00 | Sanctuary Training – Day 1 | LC 2 |
| January 19 | 8:30 – 5:00 | Mental Health Training | LC 1 & 2 |
| January 20 | 9:00 – 2:00 | Sanctuary Training - Day 2 | LC 2 |
| January 24 | 10:00 – 3:00 | Veteran Management Training | LC 1 |
| January 25 | 11:45 – 2:00 | Annual Employee Recognition Luncheon | Program Center |
| January 31 | 11:00 – 12:00 | Sanctuary Committee Meeting | Bishop |
| February 9 | 11:45 – 1:00 | Wellness Lunch (sleep disorders) | Program Center |