

WHAT: Heart & Soul Meeting Agenda – Special Meeting
WHEN: May 3, 2018 – 5:30 – 6:30 PM
WHERE: Canaan Town Offices, 318 Christian Hill, Canaan, VT
WHO: Canaan Connected Team

Follow-up/Action

— Welcome: 5.30p

— Introductions

— Roles assigned:

- Facilitator/Coach: Steve
- Time Keeper/ Rudder: Frankie
- Recorder: Terrie

— Review Agenda: Accept or Revise? Other: 5:35p

— Approval of the Minutes of April 5, 2018 Meeting – 5:40p

— Phase 3: Make Decisions: 5:45p

- Review the H&S Phase 3 Checklist
- Develop Options
 - Gather ideas
 - Turn ideas into possible actions
- Make Choices
 - Evaluate action options
 - Develop and review recommendations
- Formalize Decisions
 - Finalize recommendations
 - Craft the action plan
 - Adopt the plan

— Upcoming Events of Note – 6:20p

— Financial Update (if any): 6:22p

— New Business: 6:25p

— Old Business – Other things previously discussed: 6:27p

— Next Full Meeting: June 7, 2018

— Motion to Adjourn: 6.30p