



SCCUDD

Schuyler County Coalition on Underage Drinking and Drugs

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Public Health

Prevent. Promote. Protect.

Schuyler County, NY

Meeting Protocol:

- **Before the meeting**
 - Develop agenda
 - Look at past minutes for items that need to be discussed
 - Look at the action plan for upcoming items
 - Discuss any topics or opportunities that have arisen
 - Save the word document in to the appropriate S drive folder for the committee and year within [INSERT PATHWAY](#)
 - Approximately 1 week before the meeting email a reminder of the meeting to the Committee
 - Attach the agenda
 - Attach the minutes from the last meeting
 - Attach any other pertinent documents
 - For committees and the Executive Board use "To"
 - For full Coalition emails use "Bcc"
- **At the meeting**
 - Facilitate the discussion
 - Ensure no one goes too far off track
 - If something comes up that should go to another Committee, thank the group for bringing it up and take the idea to the appropriate committee
 - If something comes up that there is not time for at the meeting, put it in to the "parking lot" and put it on the agenda for the next meeting
 - Take note of any important items that need to make it in to the minutes
 - Note any action items (e.g. Chris said he was going to reach out to the Sheriff's Office about Victim Impact Panels)
- **After the meeting**
 - Type up the minutes including who was in attendance, important discussion points, and action items
 - Include documents that were passed out during the meeting as attachments under materials disseminated
 - Save the word document in the appropriate S drive folder as [Committee] Minutes_Date
 - When uploading to REACH, upload as a Word Document
 - Enter the meeting in to Reach as resources generated
 - Ensure no duplication in volunteer time for members who submit their volunteer time in bulk quarterly or annually.
 - Upload the scanned sign in sheet and the saved minutes as attachments to the entry
 - Note: The meeting may also need to be entered in Reach as a Community Action if the group was planning for/working on an environmental strategy or other first time item/event in the community
 - Save the minutes from Coalition Meetings to the website (see website protocol).