

TOWNHALL MEETING

INDEPENDENT LIVING



The Executive Director/General Manager should be prepared with resident concern forms and prior meeting minutes prior to starting the meeting.

Date: _____ **Time started:** _____ am / pm **Time adjourned:** _____ am / pm

Campus Name: _____

Staff members invited to attend and those in attendance: _____

Review Last Month's Minutes

Old Business (list follow-up regarding last month's minutes): _____

Reviewed

Discussion of New Business (Compliments? Opportunities/Concerns?)

TOWNHALL MEETING

INDEPENDENT LIVING



Administration: Announce any changes at the campus

- Ask residents open-ended questions regarding their input for quality of life.
- What can the campus do to enhance their quality of life?

Culinary: _____

Plant Operations: _____

Environmental Services: _____

Business Office: _____

Celebrations/ Life Enrichment: _____

Guest Department Leader: *(Educations/Announcements/Celebrations/etc.)*

Day of Week: _____

Date: _____

Time: _____

Signature of Facilitator