

1. Registration

- a. Current Registration: 76
- b. hsmpannual2019.eventbrite.com
- c. **Action Items for Steering Committee:**
 - i. Register Yourself
 - ii. Forward to others in your agency or colleagues that may be interested
 - iii. Share Registration link/event information through individual/agency social media accounts, newsletters, etc.

2. Schedule/Speakers

- a. See agenda

3. Action Team Tables

- a. **Co-Chairs coordinate with team members**

4. Folders

- a. Agenda
- b. Speaker bios
- c. Evaluation Form
- d. Membership Form

5. Lunch

- a. Blue Wind Food Truck
 - i. Will provide menu prior to event
- b. Linda's Café
 - i. Menu already provided
 - ii. ~\$10-13

6. Additional

- a. Gift Cards hidden in 2 random folders
- b. Scavenger Hunt
- c. Food Drive

7. Current Sponsors

- a. St. Mary's County Health Department: Cost of Venue + Coffee Break
- b. Healthiest Maryland Businesses: Lunchbox Giveaways
- c. UnitedHealthCare: Ice Packs
- d. SmartRx: Hand Sanitizer
- e. MedStar St. Mary's Hospital: Breakfast items
- f. Minority Outreach Coalition: Afternoon Snacks
- g. CSM: Punch Passes to Wellness & Aquatics Center for Scavenger Hunt
- h. Recreation & Parks: Wellness Prize Bags for Scavenger Hunt

8. Assignments