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| Consumer Advisory Board Leadership Team Planning Session |
| **Date: MM/DD/YYYY** | **Time:** <##:## am/pm> | **Location:**  Virtual – Remote <OR physical location> |
| **CAB Vision:** | Forum to bring together enrollees, families, caregivers, and advocates to help design and implement best practices that will improve the LTSS CP program. |
| **Session Goal:** | Plan upcoming consumer feedback or informational meeting session: date, topic, logistics, recruitment |
| **Organizer:** | Name, ChairEmail Phone: |
| **Invited:** |  |
| **Absent:** |  |

| **Agenda** |
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| **Agenda Item** | **Topic** | **Process** | **Discussion Lead** | **Time** |
| 1 | Overview of consumer feedback meeting or informational meeting model | * Discuss next meeting model and purpose
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| 2 | Select Meeting Topic | * Potential topics for next meeting, select topic based on CP priorities
* CAB priorities and any other identified considerations
* Key points to cover and any background information to share, facilitator(s), guest speakers, or other resources
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| 3 | Date Selection | * date for next session considering time-sensitivity of topic, competing priorities or events, and any other identified considerations. Identify a backup or second-choice date in case the need for one emerges during planning.
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| 4 | Location Selection | * In-person/virtual/hybrid?
* Location, if in person or hybrid Discuss follow-up for confirming availability of the location on the selected date(s).
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| 5 | Recruitment  | * Determine the ideal group size for the meeting being planned
* Develop ideal candidate profile for the selected topic.
* Review and discuss Recruitment Tracking tool to identify individuals for recruitment and the need to find any additional potential candidates for the selected topic and meeting.
* Determine process, assignments and timing for recruitment materials and outreach activities
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| 6 | Closing | 1. Review next steps on arranging specifics for the next consumer feedback or informational meeting: materials, recruitment, location, accommodations research, etc. (follow up with *Logistics Planning Template* for use by Admin support)
2. Schedule the next planning meeting
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| **Minutes** |

| **Item** | **Topic** | **Discussion** | **Conclusions, Recommendations and Actions** | **Responsible/****Due Date** |
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| 1 | Overview of consumer feedback or informational meeting model |  |  |  |
| 2 | Select Meeting Topic |  |  |  |
| 3 | Date Selection |  |  |  |
| 4 | Location Selection |  |  |  |
| 5 | Recruitment  |  |  |  |
| 6 | Closing |  |  |  |
|  | **NEXT MEETING** |  |  |  |