



Veterans Support Council, Inc.

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(Revised 20Feb20 at 1800)



Date of Meeting	Chairperson	Note Taker	In Attendance		
			Members	Associates	Visitors

MACV Monthly Meeting Agenda – Worksheet & Notes

Official time of the meeting is from 2:00 to 4:00 PM at: _____ - **Start meeting by 2:05 PM**

Try to have someone meeting and greeting people as they come in.

1) Welcome everyone to the meeting - Remind them to turn off their cell phones	
2) Invocation / Prayer -	
3) Pledge of Allegiance -	
4) Moment of Silence - for our missing and fallen <u>and/or</u> a video/picture moment with Charlie	
5) Housekeeping - Remind them where the restrooms are, the drinks are, and tell them about the “Information Table” at the entrance.	
6) Make sure everyone has signed the “Sign-In Sheet” or Computer at the “Sign-In Table” –	
7) Ask for their Business Card for Charlie’s Power Point Presentation (Don - Shoot a quick phone video of room some time during the meeting to verify attendance)	
8) Tell them MACV’s & VSC’s History, Mission & Goals are on the web site -	
9) Mention our web sites by name: Veterans.ooo – make sure they get a VSC-MACV flyer	
10) Acknowledge any Special Guests or guests that must leave early today - (have them speak now)	
11) Have 1st Timers introduce themselves – (one minute each for now, more during the round table)	
12) Acknowledge MACV leaders – (Don, Charlie, Jerry, Bonnie or Stacey) & VSC leaders if present Message from MACV & VSC’s Leadership Committee Tell the group about our “MACV’s After Meeting /Event Action Form” & “VSC’s Data Base Sign-Up Form” (both, now online) Ron starts off with an “Icebreaker”	
13) Reports or Updates from (circle or add name if they have something to report) (keep ‘em short): <input type="checkbox"/> Mayors Director of Veterans Affairs – Matt Hall or <input type="checkbox"/> IN Lt Governor’s Office – Jim Morrison or <input type="checkbox"/> IN DVA Director of Veterans Affairs – Dennis Wimer or <input type="checkbox"/> IN Department of Labor – Donald Mains or <input type="checkbox"/> VA Hospital, Asst Medical Center Director (Health Care) – Cathy Lee Sellers or <input type="checkbox"/> US DVA Agency – Regional Office (Benefits) – Michael Stephens or Trent Thomas <input type="checkbox"/> US Congress (House or Senate staff members) – Monica, Jacob or Heather	
14) Introduce MACV’s Coordinators and ask if they have anything to say: <input type="checkbox"/> Events – Dave Sassman <input type="checkbox"/> Committees – Jim Patton <input type="checkbox"/> E-News (newsletter) – Gunta Irbe <input type="checkbox"/> Social Media – Noreen Gilliland <input type="checkbox"/> Guest Speakers – Ron Sukenick (then Ron introduces Guests Speakers)	
15) 1st Guest Veterans Services Speaker (8 to 10 minutes) – (introduced by the Speakers Coordinator)	
16) 2nd Guest Veterans Services Speaker (8 to 10 minutes) – (Introduced by the Speakers Coordinator)	

17. Dave on People “Not Here” Today w /announcements – They Emailed info or a PDF file to pass out	
18) Updates (reports) for Committees.	
a. Homeless & Faith Based Committee – (MACV)	
b. Health & Wellness Committee – (MACV)	
c. Education & Employment Committee – (MACV) Charlie Russell	
d. Legislative & Policy Committee – (VSC) Heather Harvey or Gordon Smith	
e. Fund Raising & Sponsor Committee – (VSC)	
f. Marketing & Public Relations Committee – (VSC)	
19) Report from the MACV’s Steering Committee: Stacy Dieckman	
20) Report from the Mayors Event Planning Committee: Don Hawkins	
21) Have people we missed or got here late, that have special announcements or special events, make their brief presentation now –	
Try to have the main part of the meeting over with by 2:45 to 3:00 giving us 30-60 minutes for the Roundtable.	
22) Roundtable – Ask if anyone must leave early. If so, have them speak first. Have everyone else that has not spoken introduce themselves and tell us why they are here and/or what they have to offer Veterans – Each person should get from 1 to 1 ½ minutes	
23) Ask for any additional suggestions, questions or any new or old business before we adjourn -	
24) Give the Date, time & place of next meeting -	
25) If none, adjourn the meeting –	
26) Notes for next month’s meeting:	