

1.7.1 HEALTHY BRAIN STEERING COMMITTEE – MEETING LOG (EXAMPLE)

This example demonstrates how communities can complete the template for Step 9 documentation purposes

SECTION 1: MEETING PARTICIPATION LOG

Community Name: Prairie View, SD

Meeting Date: August 12, 2027

Meeting Location: Prairie View Community Center

Facilitator: Jane Smith, Public Health

Note Taker: Mark Johnson, Senior Center Director

ATTENDANCE RECORD

Name	Organization	Sector Represented	Present
Jane Smith	County Public Health	Public Health	Y
Mark Johnson	Senior Center	Senior Services	Y
Dr. Lee	Prairie View Clinic	Healthcare	Y
Sarah White	Faith Lutheran Church	Faith Community	Y
Tom Green	EMS	Emergency Services	Y
Mike Smith	Retired	Caregiver	Y

SECTION 2: MEETING SUMMARY

Key Updates Shared:

- Completed Community Needs Assessment survey (142 responses).
- Dementia Dialogues® workshop scheduled for September.
- Identified that 18% of adults 65+ live alone locally.

Barriers Identified:

- Transportation challenges for rural residents.
- Limited respite providers in the county.

Solutions or Adjustments Agreed Upon:

- Coordinate rides through faith-based volunteers.
- Explore grant funding for respite pilot.

Decisions Made:

- Prioritize caregiver education as first implementation activity.
- Partner with EMS for safety check-in pilot.
- Develop brain health awareness month proclamation.

SECTION 3: ACTION ITEM TRACKER

Action Item	Assigned To	Due Date	Status	Notes
Finalize Dementia Dialogues flyer	Mark Johnson	8/20/27	Completed	Shared with 6 partners
Schedule EMS safety presentation	Tom Green	9/1/27	In Progress	Confirming date
Draft Proclamation	Jane Smith	9/5/27	Not Started	Will use state template

SECTION 4: COMMUNITY ACCOMPLISHMENT TRACKER

Date	Milestone Completed	Workplan Goal	Participants	Evidence Collected
7/15/27	Completed Needs Assessment	Goal 1: Assessment	142	Survey summary report
8/1/27	Formed Steering Committee	Goal 2: Coalition	5 sectors	Signed commitment letters
8/12/27	Adopted Workplan	Goal 3: Workplan	5 members	Approved workplan document