



Meeting Agenda for September 20th, 2023

12:45 p.m. to 2:00 p.m.

In-Person Meeting Only
Chrysalis Center 255 Homestead Avenue, Hartford CT

Time	Topic	Anticipated Outcome
12:45 p.m.	Welcome & Chair Announcements	Participants review meeting etiquette, charge, and receive any updates on administrative matters (e.g., Member attendance, diversity chart)
12:55 p.m.	Approve Prior Meeting Summary	Consensus-based approval of prior meeting summary
1:00 p.m.	Newsletter Feedback/Discussion	Participants will review the newsletter and provide feedback on the current design and content as well as discuss topics for the next issue.
1:30 a.m.	Promotional Materials	Participants will brainstorm ideas for a “one-pager” CHPC recruitment tool.
1:55 p.m.	Other Business	Participants will identify other business or potential agenda or discussion items for future committee meetings
2:00 p.m.	Adjournment	Chair will end the meeting