



“Serving Those Who Served”

Before meetings – WDVA tasks

- Post agenda to website
- Post flyer to calendar
- Post agenda and flyer to social media
- Share flyer with local POCS, WDVA partners in the area (Vet Corps, Suicide Prevention Specialists, Peer Corps Members, Tribal Veteran Representatives, Contracted Counselors, etc.)

After meetings – WDVA tasks

- Post minutes to the VAAC webpage.
- Make sure list of upcoming meetings is accurate.

As a Lead for the Town Hall Meeting:

- Use the [Pre-Town Hall Questionnaire](#) as a guide to having conversations with community members. Share the results with WDVA so that the appropriate presenters can be identified and invited.
- Check in with VAAC Members and Consultants who live in the area where the meeting will be held to help locate the meeting location and also work with Sue and/or Communications Department to coordinate efforts – i.e.; location, speakers, etc.
- Distribute flyers/press release for event / coordinate with small local or weekly newspapers, invite them to share event ahead of time and attend event to cover.
- Share event with local faith based organizations.
- Meeting location must be in a convenient location, well known in the community.
- Meeting room must be clean and comfortable and must be toured prior to the meeting.
- Meeting room must be wheelchair accessible, including front entry and bathrooms.
- Meeting room should not compete with VSO or fraternal bars/lounges that are open during the meeting.
- Microphone must be available. (WDVA has a portable microphone that can be used if one is not available in the meeting room.) Test the microphone prior to the meeting starting.

- Make sure any coffee and snacks are ready and available at least 1 hour before meeting start time. (These can be purchased by WDVA or VAAC lead if the location is not able to provide.)
- Have a contact name and phone number for the person who will open the room and turn on the lights / heat, etc. Share with WDVA Team for back-up.
- Assign a VAAC Member to collect Comment Cards or remind people to scan the QR Code following the meeting.
- DVA staff will be assigned to time the presenters ensuring all presenters have enough time and that the community has time for public comment.

WDVA Will:

- Invite all VAAC members and assist with travel for anyone planning to attend.
- Print and bring comment sheets with a QR Code on a different color paper so they can be easily located and dropped off after the meeting.
- Ensure registration table is set up at least 1 hour before the meeting starts.
- Bring AV equipment as necessary – VAAC lead will provide information on what equipment is needed.

VAAC Town Hall Checklist and Meeting Notification List:

Organization	Phone	Email	Person Responsible	Result (PSA, shared flyer, other)
Local newspaper / radio			WDVA	
Mayor and County Commissioners			WDVA	
County Veterans Assistance Program			WDVA	
			WDVA	
			WDVA	
Chamber of Commerce				
Rotary / Kiwanis / Elks / Lions / Eagles				
Elks				
Eagles				
Housing Providers/ Homeless Shelters				
Transitional housing				
Other non-profit organizations				
Library				
City Manager				
Local VSOs			VAAC	
American Legion				
VFW				
DAV				

Organization	Phone	Email	Person Responsible	Result (PSA, shared flyer, other)
VVA				
AMVETS				
ADD OTHERS HERE				
Foodbanks				
St Vincent De Paul			WDVA	
Salvation Army			WDVA	
Church				
			WDVA	
Senior Centers				
Senior Center				
Senior Center				
Community Centers				
Veterans Service Center				
Local Hospitals				
Local Fed VA Offices			WDVA	
Vet Center				
VAMC				
Faith Based Organizations / Churches				
OTHER?				
Fire Dept Building				
Library				
Deputy Clerk				
Notify WDVA Programs in Area				
PTSD Counselor			Rene / Peter Schmidt	
Vet Corps			Rene / Jason Alves	
Veterans Peer Corps			Rene/ Bryan Bales	
VCC Interns			Rene/ Kim Pham	
Apprentices			Rene/ Rachel Roberts	



STATE OF WASHINGTON

VETERANS AFFAIRS ADVISORY COMMITTEE

PO BOX 41150 • Olympia, Washington 98504-1150 • (800) 562-2308

**VAAC TOWN HALL AND WOMEN VETERANS FORUM
DATE**

TIME 8:30am – 9:30 am – Women Veterans Forum

TIME 10:00 am – 12:30 pm VAAC Town Hall

LOCATION

ADDRESS

ADDRESS

Town Hall Agenda / Script

10:00 – 10:05AM	Call to Order Invocation Pledge of Allegiance Roll Call	NAME, TITLE
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The **DATE** meeting of the Governor’s Veterans Affairs Advisory Committee will come to order.

Please rise and _____ will provide the invocation.

And now please join me in the Pledge of Allegiance.

10:05 – 10:10	Welcome, Introductions &	NAME, TITLE
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I’d like to welcome you all to the VAAC Town Hall meeting in **community name**. We’re glad to have you with us and hope the evening will provide information that you and other veterans in your area can use.

If more than ½ of the VAAC members are present at a Town Hall, you can read this section to approve the minutes. If ½ of the VAAC is not there, skip this section.

Has the VAAC had a chance to approve the minutes from the **name of previous community** town hall meeting? Second? Thank you, the minutes are approved (as read or as amended depending on the situation.)

10:10 – 10:20	WDVA Update	David Puente, Jr. WDVA Director
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Now I'd like to welcome _____ to provide a WDVA update.

10:20 – 11:45 Town Hall Presentations

We'll go straight into our Town Hall Presentations. These individuals were selected to provide you with information that we hope will give you the tools and resources you need to access services for yourself or for other veterans in your community.

Presenters, _____ is our time keeper for the evening, please keep an eye on them and wrap up your presentation if they give you the signal.

11:45 – 12:00 Public Comment

Now it's your turn. We'd like to hear what's on your mind. What kinds of things do you think WDVA can do differently to provide more information/access in your community?

If you have a specific complaint about your personal claim or health care issue, _____ from WDVA is at the back of the room and will be glad to get your information and put you in touch with the appropriate person, whether they are from the state or federal VA.

12:00 Meeting Adjourned NAME, TITLE

That wraps up our meeting for this evening. I would like to thank **(meeting host)** for allowing us to use the wonderful space tonight.

(If necessary, Other thank you's _____)

And most importantly, I'd like to thank you all for coming and sharing your evening with us.

Please drop your **(color)** comment cards off at the registration table as you leave.