

B.4

Hold meetings with your staff team, at least quarterly, to discuss progress on sustainability program

Your staff team is integral to the success of the sustainability program at the property. Hold regular meetings to confirm goals and responsibilities, discuss issues, and celebrate progress.

1. Outline an agenda for your first meeting in the space below.

2. What staff was present for the first meeting? Titles only will suffice.

3. How often do you plan to hold meetings on sustainability with your staff team?

Weekly	
Bi-weekly	
Monthly	
Quarterly	

Alternative Documentation

Instead of this form, you may submit at least one of the following to IREM®:

- Paragraph summarizing first meeting and frequency of subsequent meetings
- Agenda from first meeting