SAMPLE AGENDA STAKEHOLDER MEETING

*Below is a sample agenda you can use or adapt to hold a meeting with stakeholders to discuss creating a coordinated community response to elder abuse. This agenda envisions that stakeholders are aware of your interest in discussing a coordinated community response and this is a first meeting of the interested stakeholders.*

1. **Welcome and introductions**

Thank the attendees for taking time to come to the meeting. Go around the room and ask the attendees to introduce themselves and the organizations they represent.

1. **Elder abuse and our community**

Provide some background on the issue of elder abuse. Not all attendees may have a great deal of familiarity with the issue. To the extent you can, give attendees an idea of the scope of the challenge and how elder abuse negatively impacts not only its victims but also the wider community. Ask the attendees for their thoughts. What have they been seeing and hearing? Has anyone had training regarding elder abuse?

1. **Coordinated community response to elder abuse**

Explain a group of “early allies” have been working to raise awareness about elder abuse in the community and are interested in developing a coordinated community response to elder abuse. Describe the nature of a coordinated community response and what it would entail.

1. **Thoughts from stakeholders**

Ask attendees for their perspectives. Are any of them currently involved in partnerships that deliver coordinated services to people in need? Have they ever participated in community responses to address social issues? What has been their experience? How do they feel about pursuing a coordinated community response in this community?

1. **Start to build the inventory**

Ask attendees to start thinking about a community services inventory. What do their organizations offer in programs, services and supports for older adults?

1. **Next steps**

Secure a commitment from stakeholder attendees to participate in the development of a coordinated community response. Ask the attendees what kinds of roles they are prepared to play and what they think the next steps should be. Consider discussing the creation of a formal structure to steer the effort.