## **MEETING MINUTES**

A copy of this report should be kept on file and posted in a central employee area for review.

Meeting Details		
Company Name:	Date of Meeting:	
Meeting Location:	Time of Meeting:	
Members Present:	Members Absent:	

## **Order of Business**

	Responsible Person	Proposed Completion Date
Review of Prior Minutes		
Old Business	1	
•		
•		
•		
New Business	·	
•		
•		
•		

Facility Inspection Review		
•		
•		
•		
Incident & Injury Reports (since last meeting)		
•		
•		
•		
General Comments or Other Business		
•		
•		
•		

Committee Chairperson Signature

United Heartland is the marketing name for United Wisconsin Insurance Company, a member of AF Group. Insurance policies may be issued by any of the following companies within AF Group:

Accident Fund Insurance Company, United Wisconsin Insurance Company, Accident Fund National Insurance Company, Company, United Wisconsin Insurance Company, Third Coast Insurance Company or CompWest Insurance Company.