

SAMPLE MEETING AND SERVICES PROVISION LOG

Below is an example of a meeting and services plan.

It provides an example of topics and how sessions might fit together.

Details of actual meetings can be recorded in the Meeting and Services Record (Fillable Form).

| Session # | | Topics | Learning Goals |
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| Session 1 | | | |
| Duration: | 2 hr. | <ul style="list-style-type: none"> • Working together: <ul style="list-style-type: none"> • Being accountable to each other • There are no one size fits all checklists or quick fixes for recovery • Next steps: <ul style="list-style-type: none"> • Agreement of coaching planning sessions and timeline | <ul style="list-style-type: none"> • Relationships matter <ul style="list-style-type: none"> • Get to know each other and build trust • Being accountable <ul style="list-style-type: none"> • I am accountable to my own success • My coach and I are accountable to each other • Be flexible <ul style="list-style-type: none"> • Revisit and prioritize your action items as your situation evolves over time |
| Method: | In-person | | |
| Session 2 | | | |
| Duration: | 2 hr. | The People (Human Resources) <ul style="list-style-type: none"> • Is everyone ok? • The grieving process • Take care of yourself, your family, and your employees • The day-to-day human resources considerations • Do you have the staff to do all the jobs that need to be done right now? • A very important note on clean-up • AgSafe • A note on professional help | <ul style="list-style-type: none"> • To develop a better understanding and action plan of how to work through disaster recovery with the people (Human Resources) on our farm • To develop a better understanding of available safety, and health + wellness resources, such as AgSafe BC, so we can implement preventative procedures on our farm to protect our family and staff |
| Method: | Video conference | | |
| Session 3 | | | |
| Duration: | 2 hr. | Your Home and Base of Operations <ul style="list-style-type: none"> • How is your home? • Re-entering your home and place of business • Protect your home and office from further damage • Cleaning up after a flood, fire or other incident • Food and drinking water safety • Repairing or replacing • Replacing documents, insurance matters • Communication needs | <ul style="list-style-type: none"> • To develop a better understanding and action plan of what is needed with regards to flood fire or other incident recovery for our home and base of operations of our farm |
| Method: | In-person | | |
| Session 4 | | | |
| Duration: | 2 hr. | | |



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| Method: | Video conference | Insurance and Financial Assistance <ul style="list-style-type: none"> Utilize every source of assistance you are eligible for! Did you receive assistance during an evacuation order (or to move your livestock during an evacuation alert)? Private insurance Business risk management programs (AgriInvest, AgriStability, AgriInsurance, AgriRecovery) Disaster financial assistance Red Cross United Way Other charitable and religious organizations | <ul style="list-style-type: none"> To develop a better understanding and action plan of how to work with the insurance and financial assistance for flood, fire or other incident recovery available to our farm |
| Session 5 | | | |
| Duration: | 2 hr. | Farm Infrastructures <ul style="list-style-type: none"> How is your general farm/ranch infrastructure? Farm building? How is your livestock infrastructure? (fences, water source, housing, feeding, handling) How is your crop infrastructure? (soil, irrigation, drainage, fuel tanks, implements) Environmental Farm Plan (EFP) Do you have any value added or other enterprises that need to be assessed? | To develop a better understanding of: <ul style="list-style-type: none"> The benefits of an EFP and how it fits in with the infrastructure and flood, fire or other incident recovery on our farm The considerations regarding water for domestic, livestock and irrigation purposes on our farm during and after flood, fire or other incident recovery |
| Method: | Video conference | | |
| Session 6 | | | |
| Duration: | 2 hr. | Financial Management <ul style="list-style-type: none"> How can you help your farm business be financially stable and viable in the long-term? Why should you be concerned? What can you do? Financial things to consider as a result of the floods, fire or other incident | <ul style="list-style-type: none"> To develop a better understanding and action plan of the critical considerations regarding Financial Management on our farm during and after flood, fire or other incident recovery |
| Method: | In-person | | |



| Session 7 | | | |
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| Duration: | 2 hr. | Production Considerations <ul style="list-style-type: none"> • What were your production levels and cost of production before? • What are they now? • Facilities & equipment • Transportation systems • Purchasing & supplier relationships • Product quality • Production system • Benchmarking • Cost of production • Make projections and decide if the current production model is working or needs to be changed • Use your historical and current numbers to help assess the severity of your impact • Set targets for what production levels should be so that you can get back to business | <ul style="list-style-type: none"> • To develop a better understanding and action plan of the critical financial/business management considerations regarding Production on our farm during and after flood, fire or other incident recovery |
| Method: | In-person | | |
| Session 8 | | | |
| Duration: | 2 hr. | Plans for the Future of the Farm <ul style="list-style-type: none"> • Do you have a basic transition plan in place to ensure the ongoing operation of the farm business? • How do you keep succession in mind and ensure the business is able to deal with it in the future? • Do you have a plan in place to ensure the smooth transition of ownership and management to the next generation? • Does the next generation have the leadership and practical skills? • What can you do? • The most important thing is to start the conversation. Transition is a process, not an event. | <ul style="list-style-type: none"> • To develop a better understanding and action plan of the business management considerations for The Future State (and succession) of our farm and recognize how it may directly affect our decisions during and after flood, fire or other incident recovery |
| Method: | In-person | | |
| Session 9 | | | |
| Duration: | 2 hr. | Action Plan <ul style="list-style-type: none"> • Your responses to each of the proceeding sections should now be carried forward to the farm action plan • Assign priorities for each action area (high, medium, or low) • Identifying external opportunities and threats | <ul style="list-style-type: none"> • To create and prioritize the action items for the critical considerations, including opportunities and threats as well as our key goals into a written “Business Disaster Recovery Farm Action Plan” for our farm • Assign completion dates and who is responsible for each action |
| Method: | In-person | | |



| Session 10 | | | |
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| Duration: | 2 hr. | <p>Continuous Improvement</p> <ul style="list-style-type: none"> • Assess, plan, implement, review and measure <ul style="list-style-type: none"> • Your progress towards achieving your goals and starting to think about next year's goals • What are the key goals needed to make your five to ten year picture or vision of your farm a reality? As you set your goals consider: <ul style="list-style-type: none"> • Your business and personal goals • The action items you identified • The opportunities and threats to the farm that you have identified | <ul style="list-style-type: none"> • To revisit, revise and reference our farm action plan as our business recovers and evolves over time |
| Method: | In-person | | |