VCPD Regional Governance Meetings

**Sample Email Messages to Participants**

Sample Email Message 1

*Send this email approximately three weeks before the meeting date. Attach the summary of the previous meeting.*

Attached is the meeting summary from our last VCPD \_\_\_\_\_ (region) Regional Governance meeting. There are a few tasks highlighted for some members, so you may want to review the minutes to refresh your memory.☺

Remember to send me your agenda items for our next meeting on\_\_\_\_\_\_\_ (day) \_\_\_\_\_\_\_ (date) at \_\_\_\_\_\_\_ (time) by end of day on \_\_\_\_\_\_\_ (day) \_\_\_\_\_\_\_ (date).

I will have our meeting agenda and connection information to you by \_\_\_\_\_\_\_ (date).

Thanks!

Sample Email Message 2

*Send this email message one week before the meeting date. Attach the proposed agenda and the summary of the last meeting (again).*

This is a reminder that we have our VCPD \_\_\_\_\_\_\_ (region) Regional Governance meeting on \_\_\_\_\_\_ (day) \_\_\_\_\_\_\_ (date) from \_\_\_\_\_\_\_ (time) to \_\_\_\_\_\_ (time). Attached is our proposed agenda with phone/video connection information.

Talk to you then!

Sample Email Message 3

*Send this email message the day before the meeting. Attach proposed agenda (again).*

Reminder! Our VCPD \_\_\_\_\_\_\_ (region) Regional Governance meeting is tomorrow \_\_\_\_\_\_\_ (day) \_\_\_\_\_\_\_ (date) at \_\_\_\_\_\_\_ (time). A proposed agenda with the phone/video connection information is attached.

8/18