| **Meeting Name** |  | **Council/Meeting Minutes** | Please check off all components and indicators that relate to each topic being discussed. |
| --- | --- | --- | --- |
| **Location** |  |
| **Date** | Click here to enter a date. |
| **Time** |  |
| **Conducted By** |  |
| **Topic/ Facilitator** | **Discussion** | **Staff Input & Feedback** | **Action** | **Magnet Components** | **Strategic Plan Indicator** |
|  |  |  |  | [ ]  Transformational Leadership[ ]  Structural Empowerment[ ]  Exemplary Professional Practice[ ]  New Knowledge, Innovations and Improvements | [ ]  People[ ]  Patient Experience[ ]  Quality[ ]  Financial Performance[ ]  Operations |
|  |  |  |  | [ ]  Transformational Leadership[ ]  Structural Empowerment[ ]  Exemplary Professional Practice[ ]  New Knowledge, Innovations and Improvements | [ ]  People[ ]  Patient Experience[ ]  Quality[ ]  Financial Performance[ ]  Operations |
|  |  |  |  |  [ ]  Transformational Leadership[ ]  Structural Empowerment[ ]  Exemplary Professional Practice[ ]  New Knowledge, Innovations and Improvements | [ ]  People[ ]  Patient Experience[ ]  Quality[ ]  Financial Performance[ ]  Operations |
|  |  |  |  |  [ ]  Transformational Leadership[ ]  Structural Empowerment[ ]  Exemplary Professional Practice[ ]  New Knowledge, Innovations and Improvements | [ ]  People[ ]  Patient Experience[ ]  Quality[ ]  Financial Performance[ ]  Operations |
|  |  |  |  |  [ ]  Transformational Leadership[ ]  Structural Empowerment[ ]  Exemplary Professional Practice[ ]  New Knowledge, Innovations and Improvements | [ ]  People[ ]  Patient Experience[ ]  Quality[ ]  Financial Performance[ ]  Operations |
|  |  |  |  |  [ ]  Transformational Leadership[ ]  Structural Empowerment[ ]  Exemplary Professional Practice[ ]  New Knowledge, Innovations and Improvements | [ ]  People[ ]  Patient Experience[ ]  Quality[ ]  Financial Performance[ ]  Operations |
|  |  |  |  |  [ ]  Transformational Leadership[ ]  Structural Empowerment[ ]  Exemplary Professional Practice[ ]  New Knowledge, Innovations and Improvements | [ ]  People[ ]  Patient Experience[ ]  Quality[ ]  Financial Performance[ ]  Operations |
|  |  |  |  | [ ]  Transformational Leadership[ ]  Structural Empowerment[ ]  Exemplary Professional Practice[ ]  New Knowledge, Innovations and Improvements | [ ]  People[ ]  Patient Experience[ ]  Quality[ ]  Financial Performance[ ]  Operations |
|  |  |  |  | [ ]  Transformational Leadership[ ]  Structural Empowerment[ ]  Exemplary Professional Practice[ ]  New Knowledge, Innovations and Improvements | [ ]  People[ ]  Patient Experience[ ]  Quality[ ]  Financial Performance[ ]  Operations |
|  |  |  |  | [ ]  Transformational Leadership[ ]  Structural Empowerment[ ]  Exemplary Professional Practice[ ]  New Knowledge, Innovations and Improvements | [ ]  People[ ]  Patient Experience[ ]  Quality[ ]  Financial Performance[ ]  Operations |
|  |  |  |  | [ ]  Transformational Leadership[ ]  Structural Empowerment[ ]  Exemplary Professional Practice[ ]  New Knowledge, Innovations and Improvements | [ ]  People[ ]  Patient Experience[ ]  Quality[ ]  Financial Performance[ ]  Operations |

 **Respectfully Submitted,**

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**Manager Signature Director Signature**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**