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HEALTHY MEETING GUIDE February 2010

In December 2009, Redwood City 2020 adopted a set of overarching wellness goals to be addressed over the next ten years. The collaborative understands that the environment in which we live and work shapes many of the choices we make and can either support or hinder efforts to eat well and include physical activity in our daily routines. One area of focus for RWC 2020 partners is to adapt their own internal employment environments into positive models for healthy living and working practices. In doing so, 2020 partners will also reap the benefits of increased productivity and fewer employees who suffer from chronic diseases related to obesity and overweight.

The following guidelines are based on the Dietary Guidelines for Americans 2005, the State of California nutrition standards and the University of California, Berkeley, Guide to Healthy Meetings and Events. <http://uhs.berkeley.edu/FacStaff/healthmatters/healthymeetings.shtml#physical>

When meals or snacks are being provided at any meeting or event:

1. Meals and Snacks should:

- a) Emphasize fruits, vegetables, whole grains and nonfat or low fat dairy products
- b) Include lean meats, poultry, fish, beans (legumes), eggs, nuts, seeds
- c) Select foods with no trans fats.
- d) Select foods low in saturated fat, salt (sodium) and added sugars.
- e) Remember to include a vegetarian option if meat or other animal protein entrée is being served.
- f) Choose foods prepared by grilling, baking or sautéing with mono or polyunsaturated fats (olive, canola, corn, soybean oils).
- g) Serve modest portions.

2. Beverages

- a) Should always include water, preferably served in pitchers rather than plastic bottles.
- b) Other options include:
 - non-caloric beverages such as tea or coffee.
 - nonfat or 1% milk (plain, not flavored).
 - vegetable juice and/or 100% fruit juice, in 6-8 ounce servings.
 - carbonated water or iced teas, flavored or unflavored, without sweeteners.

3. Sustainable practices

- a) Choose reusable, washable serving containers and eating utensils.
- b) Use paper and compostable products when disposable is the only option.
- c) Provide foods, beverages and condiments in bulk containers rather than single servings, to minimize waste.
- d) Arrange for a homeless shelter or soup kitchen to pick up edible leftovers.

Activity breaks during meetings:

1. **Incorporate physical activity breaks:** This is an opportunity to be physically active for a short period (from a 1-2 minute stand up and stretch, 5 minute aerobic activity or 15-30 minute energizing walk break).
2. **Activity break should be completely voluntary:** allow participants to opt in or out, go at their own pace and remain comfortable and pain free. Should be fun and safe and should not require professional leaders
3. **Guidelines:**
 - a) For a two hour meeting, include stand up and stretch activities midway
 - b) For two – four hour meetings, include a 5-10 minute activity break for walking or light aerobic activity.
 - c) For all day meetings, include stretch breaks, and schedule time for a 30 minute break for a walk or other physical activity.

