

Healthy Meeting Policies

The following suggestions can help you offer healthy foods and physical activity breaks to accommodate the needs of all your employees. By offering these healthy choices at workplace gatherings and events, you will be encouraging vitality and productivity while supporting workers' interests in healthy eating and physical activity.



IDEAS FOR HEALTHY FOOD OPTIONS AT MEETINGS

For Snacks During Meetings

Serve delicious fruits and vegetables to keep attendees alert and productive. Try the following options:

- Bite-size fruits and vegetables in-season like grapes, cherries, strawberries, baby carrots, cherry tomatoes, and broccoli florets.
- Whole, fresh fruits like apples, oranges, nectarines, plums, kiwifruit, and apricots.
- Cut-up fresh fruits including honeydew melon, cantaloupe, and watermelon.
- Pre-packaged fruit cups and dried fruits, which can provide a tasty treat when refrigeration is not available.
- Cut-up fresh vegetables, like celery, squash, and bell peppers, served with lowfat or fat free dips.
- 100% fruit and vegetable juices, which are refreshing and nourishing alternatives to sugary drinks.

Find recipes for additional delicious and healthy meeting snacks at www.cachampionsforchange.net/en/Recipes.php.

For Meals During Meetings

Include an abundance of fruits and vegetables to help keep attendees focused and full of energy.

- Serve cut-up fresh fruit for breakfast, as a salad, or for dessert.
- Serve salads with a variety of colorful vegetables and fruits.
- Offer delicious vegetable sandwiches or a sandwich tray with lots of fresh vegetables, sliced lowfat cheeses, lean meats, and lowfat spreads.
- Serve entrées and side dishes with tasty beans, peas, and lentils.

Find recipes for delicious and healthy meeting meals at www.cachampionsforchange.net/en/Recipes.php.



Other Ways to Support Healthy Eating at Meetings

- Serve beverages, condiments, and other foods with little or no added sugar such as:
 - Water
 - 100% fruit and vegetable juices
 - Regular and decaffeinated coffee or tea
 - Vegetable spreads like hummus and pesto
- Serve fat free, lowfat, or low-calorie beverages, condiments, and other foods such as:
 - Nonfat dairy products like nonfat milk and yogurt
 - Lowfat or fat free salad dressings (served on the side)
 - Lowfat dips, salsa, or mustard
 - Whole grain crackers or air popped popcorn
 - Lean meats, poultry, or fish that are served in small portions
 - Lowfat or low-calorie desserts like angel food cake or fruit sherbet
- Provide whole grain products like whole wheat or multi-grain breads, bagels, rolls and muffins, brown rice, or whole grain cereals.
- Serve foods low in sodium like unsalted pretzels, air popped popcorn, and entrées cooked with spices and herbs instead of salt.
- Offer smaller portions such as whole grain mini-muffins and mini-bagels.



IDEAS FOR FUN PHYSICAL ACTIVITY AT MEETINGS

Meeting breaks are great opportunities for workers to get some physical activity every day. You don't have to be an aerobics instructor to lead a physical activity break. Just remember to have fun and be safe.

A Physical Activity Break is:

- Completely voluntary.
- Movement at one's own pace that is comfortable and does not cause pain.
- 3 to 10 minutes long, gets the muscles warm, and the heart pumping.
- A reason to smile.
- An energizer for the rest of the meeting.

A Physical Activity Break does not Need to:

- Make people sweat.
- Cause pain or discomfort.
- Be professionally organized or led.

Simple Tips on How to Lead a Physical Activity Break:

- Physical activity breaks can take place anywhere (e.g., inside the meeting room, outside the room, outside the building, or even in your chair).
- Ensure sufficient space and clearance for everyone to avoid injury.
- Advise participants to do only what feels good and to stop immediately if anything hurts.



Physical Activity Suggestions that are Ideal for Meeting Breaks:

- Slowly stretch neck, shoulders, arms, hands, back, legs, and feet—avoid bouncing and jerky movements.
- Move arms, head, and torso in circles.
- Lead a brisk walk around the room, the inside of the building, or outside. Consider including the stairs, if available.
- March in place.
- Suggest that participants lift knees higher or pump their arms if they want to get a more vigorous workout, but only if it is comfortable.

For more tips on adding physical activity to your day, please refer to the *Physical Activity for Your Health, Your Life, and Your Neighborhood* brochure at www.networkforahealthycalifornia.net/worksites/resources.



RESOURCES

- American Cancer Society Meeting Well Tool, www.cancer.org, 1-800-ACS-2345
- *Network for a Healthy California* Healthy Meal and Snack Recipes, www.cachampionsforchange.net/en/Recipes.php
- Lift Off! 10-Minute Physical Activity Breaks, www.ph.ucla.edu/cehd/activity_breaks.htm