

SFA/FSMC Monthly Meeting

Sample Agenda Items

	Topic	Notes	Responsible for follow-up with date
1.	Monthly Invoice: accurate, discounts, rebates and credits, management/admin fee, USDA Foods rec'd credit		
2.	P&L/Operating Statement: Question misc line items		
3.	USDA Foods: Ordering, Rec'd Credit and usage		
4.	Health Inspections (2 per year per school)		
5.	Buy American discussion/Exception Forms		
6.	Geographic Preference		
7.	CT Farm to School		
8.	Observations from any on-site monitoring		
9.	Advisory Board Meeting		
10.	Staff professional standards (training)		
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