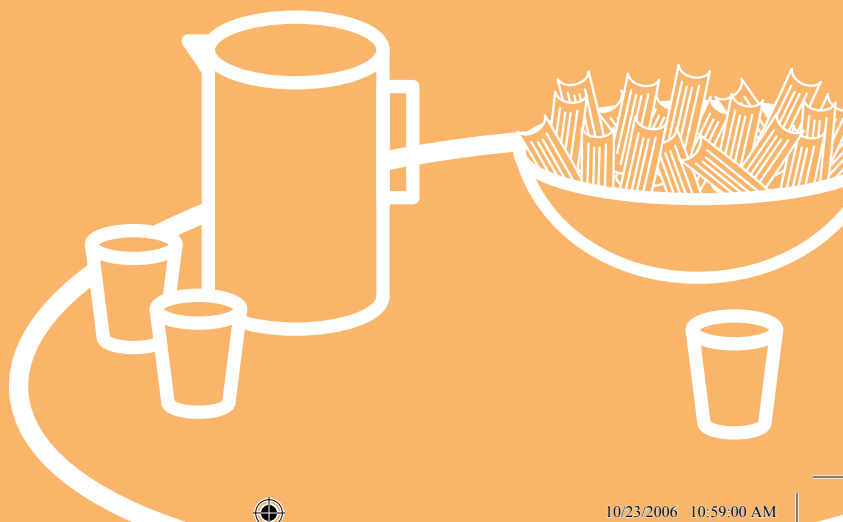


# Healthy Meeting Guide

Corvallis - Benton County:  
Where the healthy choice is an easy choice



## Contents

This booklet was made possible through a grant from Oregon Department of Human Services, Health Services, Health Promotion and Chronic Disease Prevention Program.

### Oregon Healthy Worksites

The DHS public health chronic disease prevention programs are partnering with several public and private employers to promote and support healthy worksites throughout the state of Oregon.

The goal is to create workplaces that support healthy behaviors by making “the healthy choice the easy choice.” Smoke-free campuses, easy availability of fruits, vegetables and other low-fat foods, support for bicycling and walking, workplace policies encouraging healthy choices, assistance in identifying health risk factors and referral to disease management are key elements of the healthy worksites initiative.

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## Overview

The goal of worksite wellness programs is to improve employee health, keep health care costs at a minimum and make the worksite a place “where the healthy choice is the easy choice”.

**The purpose of this guide is to serve as a resource for planning meetings and conferences that promote healthy worksites.**

Throughout the guide you will find healthy tips for serving refreshments and meals. By choosing foods that contain more vitamins, minerals and fiber employees and guests will not only feel better but they will also have more energy for work and play.

Guidelines for promoting physical activity are also outlined. Providing participants with a physical activity break at longer meetings and events will improve their ability to attend to the important issues being addressed.

## Healthy Meeting Checklist

Are your employee meetings and conferences events “where the healthy choice is the easy choice”?

This checklist will facilitate the planning of healthy meetings in the workplace.

### Physical Activity

- Can participants easily and safely walk or ride their bike at the meeting location?
- Are walking/activity maps available for participants?
- Are there enough breaks with opportunities for physical activity?
- Do participants know the location of stairways?

### Food

- Is serving food necessary at this meeting/gathering?
- Are fruits and vegetables offered?
- Are beverages sugar free, diet, and/or 100% fruit juice?
- Are whole grain choices available?
- Are there low-fat, fat-free, sugar free and low sodium foods available?
- Are foods visually appealing?
- Are there variety and choices in the foods offered?
- Are there choices available for those people with special needs and/or preferences?

## Physical Activity Guidelines

In order to promote healthy lifestyles and prevent chronic diseases, such as cancer and heart disease, the Surgeon General has developed physical activity guidelines for Americans. A detailed review of these guidelines may be found at the following internet website:  
<http://www.healthierus.gov/dietaryguidelines/>

**It is recommended that adults engage in at least moderate activity for 30-45 minutes or more on 5 or more days of the week.** Studies show that 45 minutes or more of moderate to vigorous activity on 5 or more days per week may further reduce the risk of breast and colon cancer.

It has been recognized that most adults spend many hours at the workplace and that modern technologies, although beneficial for the workplace, have also increased sedentary behavior during the day.

In addition, this inactivity can result in fatigue and decreased enthusiasm. In order to facilitate physical activity in the workplace, the following suggestions have been provided for planning healthy meetings.

### Location of Meeting/Conference

- ◆ Choose a location where participants can easily and safely take a walk.
- ◆ Provide participant with maps of the area showing good walking routes.
- ◆ Highlight the stairs if meeting in a building that has stairs and elevators. Encourage participants that are able to take the stairs to do so.
- ◆ If you are holding an overnight meeting, choose a place where participants can walk to dinner, evening entertainment, shopping etc. rather than drive.
- ◆ Choose a hotel that has good fitness facilities, a fitness room, a pool, etc. Include information about these facilities in materials you send to participants.

### Schedule of Meeting/Conference

- ◆ Organize an early morning physical activity opportunity such as a morning walk, low impact fitness class, or yoga.
- ◆ Encourage a casual dress code for the meeting, this allows people to move around freely.
- ◆ Try active ice breakers at the beginning of the meeting to help set the mood and energy of the participants
- ◆ Encourage networking through a group walk.
- ◆ Schedule brief activity breaks in the a.m. and p.m. Have participants stand up and walk in place or have someone lead a stretching break.

## Food Guidelines

The Dietary Guidelines for Americans highlights the types and servings of foods that are health promoting. This document can be found at the following website:

**<http://www.healthierus.gov/dietaryguidelines/>**

Simple changes to your meals and snacks can provide your meeting participants with power-packed, cancer-fighting nutrients and give them the energy boost they need to stay alert through the entire day.

The following guidelines are general guidelines to use when planning meals for meetings and other events.

### Planning meals:

- ◆ Healthy food certainly can taste good. Most food service professionals now have some familiarity with healthier food preparation options and are willing to accommodate requests for changes to their usual fare. You may ask for a sample ahead of time.
- ◆ Registration forms provide space to indicate food allergies or dietary restrictions

### At breaks and meals:

- ◆ Serve fruits and vegetables whenever possible
- ◆ Include a vegetarian “meat” option at all meals (see meat/bean section below)
- ◆ Provide pitchers of water
- ◆ Serve fat free milk, 100% fruit or vegetable juice, water or unsweetened iced tea instead of soft drinks

The following pages provide information and helpful tips on how to offer healthier foods at your next meeting or event.

## Fruits and Vegetables

The USDA Food Guide Pyramid recommends 5-9 servings of fruits and vegetables everyday.

### A serving size is:

- ◆ One medium-size fruit
- ◆ ½ cup raw, cooked, frozen or canned fruits (in 100% juice) or vegetables
- ◆ ¾ cup (6 oz.) 100% fruit or vegetable juice
- ◆ ½ cup cooked, canned or frozen legumes (beans and peas)
- ◆ 1 cup raw, leafy vegetables
- ◆ ¼ cup dried fruit

### Tips for healthy meetings:

- ◆ Serve fruits and vegetables whenever possible
- ◆ Raw fruit and vegetables trays instead of potato chips or French fries
- ◆ Mixed green salads (avoid Iceberg Lettuce)
- ◆ Serve at least two vegetables with each meal and avoid butter or cream sauces
- ◆ Vegetable entrees such as vegetable lasagna, veggie wraps and vegetable stirfry
- ◆ Fruit desserts such as yogurt with berries, fruit crisp or cobbler

To add more flavor and color to meals and snacks, include some of the following fruits and vegetables.

### Examples of fruits:

Blue	Blackberries Blueberries Black Currants Dried Plums	Purple Figs Purple Grapes Plums Raisins
White	Bananas Brown Pears Dates	
Yellow	Grapefruit Lemon Mangoes Nectarines	Oranges Papayas Pineapple Tangerines
Red	Red Apples Cherries Red Grapes Red Pears	Raspberries Strawberries Watermelon

### Examples of vegetables:

Blue	Purple Asparagus Purple Cabbage Eggplant Purple Peppers	
Green	Asparagus Broccoli Green Beans Green Cabbage Chayote Squash Cucumbers Endive	Leafy Greens Leeks Green Onion Okra Peas Spinach Zucchini
White	Cauliflower Garlic Ginger Jicama Kohlrabi Mushrooms	Onions Parsnips Potatoes Shallots Turnips White Corn
Yellow	Butternut Squash Yellow Summer Squash Yellow Peppers Yellow Potatoes Yellow Winter Squash	Carrots Sweet Corn Sweet Potatoes Yellow Tomatoes Pumpkin
Red	Beets Red Peppers Radishes Radicchio	Red Onions Red Potatoes Rhubarb Tomatoes

## Whole Grains

The USDA Food Guide Pyramid recommends 3 oz. of whole grains everyday (6 oz. total grains).

### A serving size is 1 oz:

- ◆ 1 slice of whole wheat bread
- ◆ 1 cup of breakfast cereal
- ◆ ½ cup of cooked rice, cereal, or pasta
- ◆ 2 cups of cooked popcorn
- ◆ 5 to 7 small whole grain crackers

### Tips for healthy meetings:

- ◆ Serve small portions (e.g. cut bagels and muffins in halves or quarters, etc.)
- ◆ Include whole grain breads, rolls and muffins
- ◆ Offer whole grain pancakes, breads and muffins along with traditional favorites

When serving breads, cereals or pasta, choose among the whole grains below.

Bread/Crackers	Multi-grain Pumpernickel	Whole Rye Whole Wheat
Grains	Barley Bulgur Couscous Oatmeal	Popcorn Quinoa Spelt Wild rice
Cold Cereals	Cherrios Granola or Muesli (low-fat) Grape-Nuts Nutri-Grain Raisin Bran	Shredded wheat Total Wheat germ Wheaties
Hot Cereals	Oat Bran Oatmeal Quaker Multigrain	Ralston High Fiber Roman Meal Wheatena

## Milk

The USDA Food Guide Pyramid recommends 3 cups of milk, yogurt, & cheese everyday.

### A serving size is 1 cup:

- ◆ 8 ounces of low-fat milk
- ◆ 8 ounces of low-fat yogurt
- ◆ 1/3 cup shredded cheddar cheese
- ◆ 2 slices of Swiss cheese
- ◆ ½ Chocolate pudding (made with milk)
- ◆ ½ cup of frozen yogurt

### Tips for healthy meetings:

- ◆ Provide reduced fat or low fat milk for coffee rather than cream or half and half
- ◆ Serve pasta dishes (lasagna, pizza) with low fat cheeses (part skim mozzarella, part skim ricotta)
- ◆ Serve low fat yogurt at breaks (AM & PM)

Serve low-fat versions of milk products described below.

Milk	Lactose Reduced Milks Lactose Free Milks	Fat-free (skim) Low Fat (1%)
Yogurt	Fat-free Low Fat Frozen Yogurt	
Cheese	Cheddar Mozzarella Swiss	Parmesan Ricotta Cottage Cheese

## Meat and Beans

**The USDA Food Guide Pyramid recommends 5-6 oz. of meat and/or beans everyday.**

### A serving size is 1 oz:

- ◆ 1 ounce of meat, poultry or fish
- ◆ ¼ cup cooked dry beans
- ◆ 1 egg
- ◆ 1 tablespoon of peanut butter
- ◆ ½ ounce of nuts or seeds

### Tips for healthy meals:

- ◆ Serve trail mix and/or mixed nuts at breaks
- ◆ Serve hard boiled eggs at breaks
- ◆ Hummus (chickpeas) spread on pita bread
- ◆ Black bean enchiladas
- ◆ Split pea, lentil, minestrone, or white bean soups
- ◆ Choose nuts as a snack, on salads or in main dishes. Use nuts to replace meat or poultry, not in addition to meat/poultry.
- ◆ Limit meat servings to a 4 ounce portion and provide plenty of low fat, low calorie side dishes
- ◆ If sandwiches are made ahead of time, have them presented in halves, so people can take a smaller portion
- ◆ Avoid fried foods such as meats, poultry, fish and fried eggs

Remember to serve at least one vegetarian dish with beans, peas, nuts or seeds.

Examples of lean meat and beans:

Meats	Lean cuts of: Beef Ham	Lamb Pork
Poultry	Chicken Turkey	Ground Chicken & Turkey
Fish	Cod Flounder Halibut Salmon Sea bass	Snapper Tuna Scallops Shrimp
Eggs	Chicken Eggs Duck Eggs	
Dry Beans & Peas	Lima Beans Pinto Beans Tofu White Beans Tempeh Textured Vegetable Protein (TVP)	Black Beans Black-eyed Peas Chickpeas Falafel Kidney Beans Lentils
Nuts & Seeds	Almonds Cashews Hazelnuts Mixed nuts Peanuts	Peanut Butter Pecans Pumpkin Seeds Sunflower Seeds Walnuts

## Sample Policies and Guidelines

### Example #1

(COMPANY NAME) is committed to promoting the health and well-being of populations. Dietary factors contribute substantially to preventable diseases and premature deaths. Studies show that the ready availability of food increases individual food consumption. As a public health organization, it is important that the (COMPANY NAME) worksite environment promote and support healthy food choices.

We model our commitment to good health by creating a healthy work environment and by promoting healthful eating at worksite meetings and program training. The following policies and guidelines are designed to make the healthy food choice the easy choice, while being supportive of the individual right to choose.

- When providing food at sponsored events, offer healthy food. Follow the University Of Minnesota School Of Public Health Guidelines for Offering Healthy Foods at Meetings, Seminars, and Catered Events and/or American Cancer Society Meeting Well: A Tool for Planning Healthy Meetings and Events.
- When providing food as described above, ensure vegetarian fare is available.
- When providing food as described above, make an attempt to accommodate special dietary needs.

Staff responsible for ordering food for meetings and others who influence decisions on food served at meetings will receive training on how to select healthy food choices.

- The Worksite Policy Committee will arrange training for staff responsible for ordering food and for others who influence decisions on food served at meetings.
- A list of caterers who have demonstrated the ability to provide healthy food choices at meetings will be maintained. Use of caterers on the list is not required.

At meetings, presentations, and seminars that do not take place during usual meal times are less than 3 hours in length, do not offer food:

- Offer only beverages such as ice water, bottled water, coffee, or tea at above meetings.
- If it is decided to provide food, offer fruits, vegetables, or other healthful foods.

If a staff member chooses to bring food items to work to share that do not meet the healthful food guidelines, they are encouraged to provide a healthful alternative.

Adapted from Oregon Department of Human Services, Health Services, Health Promotion and Disease Prevention

## Sample Policies and Guidelines

### Example #2

(COMPANY NAME) is dedicated to providing a work environment that supports employee and workplace health. There is a general consensus among scientists that certain dietary factors are associated with the prevention of chronic diseases such as diabetes and heart disease.

In light of this consensus, (COMPANY NAME) will provide fruit and vegetable choices that are low in fat at company meetings and functions. At functions which offer a selective menu or buffet, one or more healthful entrees, side dishes or desserts will be served (OPTION: only healthful foods will be served). When non-selective menu is served, healthful selections will be offered (OPTION: only healthful snacks will be offered).

From: Treadwell 5 A Day worksite nutrition intervention" a 5 A Day research study funded by NCI.

### Example #3

Purpose: To provide an environment conducive to and supportive of healthy eating habits for all employees.

Policy: (COMPANY NAME) has a commitment to provide an environment that encourages healthy eating habits among its associates. In worksite vending areas: Vending machines will offer a variety of snack foods, including healthful alternatives. Drink machines will provide fruit juices, as well as sugar-free and caffeine-free soda selections. Decaffeinated coffee will be available as an alternative in the lunchroom.

Whenever special events sponsored by the company involve serving food, consideration will be given to offering selections that are consistent with healthy eating.

From Empire National Bank member of Wellness Council of West Virginia.  
Reference: Healthy Wealthy and Wise, 1995 Wellness Councils of America

## Local Caterers and Sample Menus

The following are local caterers who serve meals that meet the Dietary Guidelines for Americans 2005 along with sample menus from each caterer.

The intent of this guide is to encourage healthy meeting menus. Businesses listed in this section volunteered to be included as resources. Inclusion in the guide does not imply endorsement. If any business would like to be included in next edition of the guide with health menus:

Please contact:  
Patricia Parsons  
Benton County Health Department  
Patricia.d.parsons@co.benton.or.us

### **New Morning Bakery**

219 SW 2nd St.  
Corvallis, OR 97333  
541-754-0181  
www.newmorningbakery.com

Sample Menu Items:

- ◆ **Gourmet Meat and Cheese Tray**
  - An assortment of meat the cheeses, olives and relishes and flavored cream cheeses with crostini and cocktail breads.
- ◆ **Sandwich and Salad Buffet**
  - Prepared sandwiches or a meat and cheese sandwich tray, choice of salad, gourmet cookie

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### **Corvallis School District Catering**

547-757-5992 or 541-757-3890  
catering@corvallis.k12or.us

Sample Menu Items:

- ◆ **Cheese and Cracker Tray**
- ◆ **Baked Potato Bar**
  - Potato
  - Low-fat sour cream cheese
  - Steamed broccoli
  - Meat (Spicy chicken or Taco meat)
  - Tossed salad
  - Fresh fruit salad
  - Lemon bars or brownies

### **Spice Island Catering**

PMB 314 Box 3004  
Corvallis, OR 97339  
541-754-5877  
www.spiceislandcatering.com

Sample Menu Items:

- ◆ **Chicken Lunch**
  - Tossed Green Salad with choice of dressing
  - Whole Wheat Bread from Great Harvest
  - Grilled Chicken Breast (boneless/skinless) with Fresh Herbs and Garlic
  - Roasted New Potatoes
  - Rice Pilaf
  - Green Beans Almandine
  - Fresh Fruit Skewers with Vanilla Vinaigrette Dipping Sauce

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### **Oregon State University Catering**

140 Arnold Way  
Oregon State University  
Corvallis, OR 97331  
541-737-1600  
osucatering@oregonstate.edu  
<http://oregonstate.edu/uhs/catering>

Sample Menu Items:

#### ◆ **Health Nut Breakfast**

- Granola
- Bran Muffin
- Yogurt
- Fresh fruit

#### ◆ **Break #3**

- Oatmeal cranberry bars
- Fresh fruit platter
- Assorted cold beverages

#### ◆ **Sun-dried Tomato Pesto Chicken**

- Grilled chicken breast marinated in sun-dried tomato pesto
- Tossed orzo
- Green salad and dressing
- Rolls

### **El Sol De Mexico Catering**

752-9299  
[www.elsoldemexico.cc](http://www.elsoldemexico.cc)

Offering the best in Mexican food including low carb, vegetarian and salads for meetings.

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### **Valley Catering**

6097 NE Ebony  
Corvallis, OR 97330  
541-754-7455

Sample Menu Items:

#### ◆ **Healthy Break**

- Whole fruit
- Yogurt
- Granola or power bars
- Assorted juices
- Bottled water

#### ◆ **Breakfast Wrap**

- Four tortilla wrapped around scrambled eggs, cheese, peppers, onions, and salsa
- Fresh fruit
- Coffee & Tea
- Orange juice

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