

Typical Club Lunch Menu	Suggested changes
Coffee and tea	Coffee and tea (regular and decaffeinated)
Cream	2% milk
Ice water	Ice water
Soft drinks	100% fruit juices in pitchers No soft drinks
Pasta with meat or tomato sauce	Choose tomato for vegetarian entrée
Roasted Chicken	Clients can remove skin or order chicken breasts in non-cream sauce.
Roasted Potatoes 1 vegetable	Steamed potatoes with parsley 2 vegetables - one orange and one green (e.g., carrots, broccoli, without added fat)
Tossed salad	Dark green leafy or mixed greens, if possible
Creamy dressing	Low-fat salad dressing on the side (also offer olive oil and vinegar-based dressing)
Bread or rolls	Provide 50% as whole grain. Use non-hydrogenated, non trans-fat, soft margarine (e.g., Beceel®).
Dessert	Fresh fruit tray

Responsible Alcohol Serving

In functions where alcohol will be served:

1. Choose only licensed venues where staff have been trained in the “Smart-Serve” program.
2. Promote (through flyers) the low-risk drinking guidelines. Visit: www.lrdg.net.
3. Ensure alcohol is served with food and that non-alcoholic beverages are available.
4. To prevent impaired driving, arrange alternative transportation such as taxis or designated drivers.



For more information on healthy eating, physical activity, and responsible use of alcohol contact us at:

519-258-2146 ext. 3100

www.wechealthunit.org

References:

- Halton Regional Health Department. (2003). *Hosting healthy meetings*. Retrieved on May 31, 2005 from <http://www.region.halton.on.ca/health/workplacehealth/default.htm>.
- Health Canada. (2007). *Eating well with Canada's food guide*. Retrieved on March 28, 2007 from www.hc-sc.gc.ca/fn-an/food-guide-aliment/index_e.html
- Ontario Ministry of Health. (1996). *Healthy eating guidelines*. Toronto, ON: Author.



HEALTHY MEETINGS POLICY

a user's practical guide



Healthy Meetings Policy

Rationale:

Many of us spend a significant amount of time in meetings, workshops, and at events. As a result, how we spend this time contributes to our overall health. To support our commitment to healthy living, Health Action Windsor-Essex has adopted a “Healthy Meetings Policy”. This policy includes: active breaks and healthy food choices.

Policy:

All meetings, workshops, and events will:

- a) Include one or more active (fitness) breaks in meetings greater than two hours in length.
- b) Provide healthy food choices consistent with Canada’s *Food Guide* while following safe food-handling practices.

Procedure:

Follow the guidelines in this brochure to assist you in planning a healthy meeting.



Provision of Active Breaks

Guidelines to consider:

1. Include one or more breaks (stretch or light physical activity) during meetings that exceed two hours.
2. Let participants know that the activities are voluntary.
3. Replace a coffee break with a walking break. Provide healthy drinks and snacks “to go”. Encourage participants to bring walking shoes in advance.
4. Choose activities that are appropriate for the ability level of most participants. For information on stretching at work, visit www.healthunit.org, go to the Workplace section, click on “Posters” and download the “Get Active at Work” Poster.
5. Encourage participants to take the stairs. Place signs near elevators to identify their location.



Healthy Food Choices

Review the guidelines below, then select foods appropriate for your meeting or event from the suggested healthy food choices.

Guidelines to consider:

1. Select refreshment options and meals based on Canada’s *Food Guide*:
 - Emphasize vegetables, fruit, whole grain (high fibre), and lower-fat choices.
2. Minimize waste:
 - Order only the amounts needed.
 - Choose china, glass, and flatware rather than disposable versions.
 - Recycle when possible.
3. Promote Ontario-grown products.
4. Choose foods that are culturally acceptable to those who are attending.
5. Practice safe food-handling:
 - Serve food within 30 minutes after it arrives.
 - Don’t leave perishable foods out for longer than 2 hours.
 - Refrigerate leftovers as soon as possible.

Suggested Healthy Food Choices

Beverages

- Offer water and 100% juice as alternatives to caffeinated beverages and soft drinks.
- Include decaffeinated coffee/tea.
- Provide milk instead of cream for coffee/tea.

Healthy Snacks

- Instead of doughnuts, provide options such as low-fat yogurt, fresh fruit, lower-fat cheese and crackers, pretzels, light popcorn, and plain cookies such as ginger snaps and digestives.
- Instead of the full-sized products, choose mini-muffins or mini-bagels.

Meals

If a meal is provided:

- Choose at least one vegetarian entrée such as vegetarian lasagna, pizza, or grilled vegetable sandwich.
- Choose one orange and one green vegetable.
- Request smaller portions of meat, fish, and poultry.
- Choose broth, vegetable, or cream soups made with milk instead of cream.
- Request low-fat salad dressing or salad dressing served on the side.
- Request that vegetables be made/served without added fat.
- Request that 50% of sandwiches be made with whole wheat or whole grain breads, unbuttered with low-fat condiments and margarine available on the side. Choose low-fat fillings, such as turkey, ham, or tuna salad made with low-fat mayonnaise.
- Choose low-fat desserts such as fresh fruit, frozen yogurt, or sorbet.
- Consider not offering food at mid-morning or mid-afternoon meetings. Instead, have a physical activity break with water.

On the next page is a typical menu that might be ordered from a club (e.g., Ciociaro, Caboto) and how it can be adapted to make it healthier.