

Meeting Minutes - October 16th, 2002

Present

Doriano Calvano, Annemarie Welch, Sandra Easson-Bruno, Maureen Leitch, Chris Lee-Bun, Judy Speyer, Valerie Powell, Sarah Price, Debbie Islam, Maureen O'Connell, Karen Forget, Vicki Coates

Regrets

Bill Fountain, Mary Bursey

1. Welcome and Agenda Review

Valerie Powell welcomed participants and facilitated the meeting. One item was added to the Agenda - #4b – Dementia Network Study. One item was amended, #5- Evaluation, Point 3 – amended to read:

“I would really like to know _____ about the Simcoe County Dementia Network”.

2. Minutes of Oct. 8th, 2002

Minutes accepted with one change. Section - Physician Letter - should read, the Ottawa Network **has developed** a physician-specific newsletter, instead of “is looking at”.

3. Business Arising from the Minutes

a) Approval of revised Dementia Network Terms of Reference

Approval deferred until next meeting.

Action: Maureen will revise the August Draft of the Dementia Network Terms of Reference to reflect the changes as outlined in the Oct. 8th, meeting minutes. The revised Terms will be forwarded to Vicki who will distribute them to Interim Steering Committee Members. The Terms will also be distributed at the Nov 21st meeting to members of the Network.

To be discussed at the Nov. 21st Meeting of the Network

- Discuss process for selection of the Chair
- Chair should be chosen by the Network
- Network Chair will also be Chair of the Steering Committee
- Chairperson should be dynamic and inspiring, and a champion and advocate for the Network.
- The Chair will not need to perform administrative functions for the Network.
- Initially request nominations for Chair: Advise the Network that a Fax-Back Nomination Form along with a Role Description will be distributed to them following the next meeting of the Steering Committee.

b) Approval of revised Steering Committee Terms of Reference

The Terms were approved with 2 changes:

- Membership: changed to reflect 17 Members + Chair
- The Committee will meet every 2 months

Action: Val will revise the Terms as indicated and forward to Vicki for distribution to Interim Steering Committee Members. General consensus was to distribute the Terms at the Nov. 21st Network Meeting and seek confirmation of the current Steering Committee Membership from the Network

c) Steering Committee Membership Confirmed

Report on Membership Confirmation and Meeting Preferences Fax-Back

- To date there have been 11 out of 18 responses to the Fax-Back Results so far indicate:
 - i. Barrie location is OK
 - ii. Most members prefer Tuesdays or Thursdays
 - iii. am’s are preferred on Thursday
 - iv. pm’s are preferred on Tuesday
 - v. one preference for Video Conferencing
- Definite No’s:
 - i. Not Monday
 - ii. Not Wednesday
 - iii. Not at noon
 - iv. Not before or after regular working hours

Individual and Committee Perspective Forms were distributed to participants.

Action: Individual Perspective Forms should be forwarded to Vicki asap in order to be consolidated into the Committee Perspective Form. Vicki will forward individual forms to absent members of the Steering Committee. A consolidated Committee Perspective Form will be distributed at the next Steering Committee Meeting. It is hoped that the use of this format will assist the Steering Committee in identifying areas where there are gaps in representation.

Vicki will continue to follow-up on the Membership Confirmation and Meeting Preferences Fax Back Form.

4. a) Meeting Preparations for Nov. 21st Meeting of the Dementia Network - to be held at Knights of Columbus Hall, Barrie

- General Consensus decision was to request that the PG Consultants, Maureen O’Connell and Valerie Powell, facilitate the meeting. Debbie Islam agreed to act as interim spokesperson for the Dementia Network until such time as a Chairperson is chosen
- The Nov. 21st Meeting Agenda will include:
 - I. Request for the Network to confirm the present membership of the Steering Committee (a list of the present interim membership should be available)
 - II. Discussion regarding the process for choosing the Network Chair (see the minutes under the section on approval of the revised Terms of Reference for the Dementia Network)
 - III. Visioning
 - IV. Formation of Task Groups (if appropriate at this time)
- Meeting Notification:
 - I. Val will develop an Invitation to the Nov. 21st meeting in an RSVP Fax-Back format and forward to Vicki for distribution. The invitation should state that attendance is not limited to one person per organization and that it should be shared with other appropriate persons.
 - II. Steering Committee members are requested to forward to Vicki the names and contact numbers of service providers that they feel should be represented at the Nov. 21st meeting. The forwarded names will be compared to the current distribution list and added if appropriate.

4. b) Dementia Networks Study

Results of a Dementia Networks Study (Louise Lemieux Charles) are currently being presented at various Dementia Network Meetings across the Province. It had been suggested by the Study researchers that the results be presented at the Nov. 21st Network meeting. General consensus of the Steering Committee was that the timing for presentation of the Study at the Nov. 21st meeting was not ideal. It was suggested that Study researchers would be welcome to attend the Nov. 21st meeting if they felt it would be useful. Debbie Islam will be attending an Alzheimer Society Conference where the Study results will be presented. She has offered to share these results with us at the next Steering Committee meeting.

Action: Debbie Islam will share the results of the Dementia Networks Study with the Steering Committee members at the next Steering Committee meeting. The Study can currently be downloaded from the Internet at:

www.utoronto.ca/hpme/faculty/lemieux-charles.htm

5. Evaluation

- How to evaluate and Who to evaluate - deferred to future meetings
- Statement re: “I would really like to know _____ about the Simcoe County Dementia Network”.
 - responses were collected by Valerie

Action: Steering Committee members (who have not already done so) are requested to forward their responses to the above statement to Valerie. Valerie will compile responses for presentation at the next meeting.

6. Next Steps

- Take the “Visioning” ideas from the Nov. 21st meeting to the next Steering Committee meeting in order to develop a Blueprint.
- Present the Blueprint of the “Vision” at the following Dementia Network meeting in order to seek confirmation and approval from the Network.
- Formation of Task Groups

7. Next Dementia Network Steering Committee Meeting

Tues. December 3rd, 2002, 2-4pm, CCACSC- Boardroom