



Location: Teleconference

Time: 9:30-11:00 am

Agenda

- Welcome
- Changes to Agenda?
- Review minutes - June meeting; Outstanding issues/action?

New Business:

- APA WG Annual Review Summary
- APA WG Membership Status

Old Business:

- Work Plan review & actions

Standing Items:

- PAN RC updates relevant to APA WG – Shawna
- Petawawa Accessibility Working Group Update – Karen
- Member Updates

Next meeting:

- November, 21, 2014 in conjunction with full PAN RC meeting (details to come)

<i>Item</i>	<i>Discussion</i>	<i>Action(s)</i>
1. Welcome	<ul style="list-style-type: none"> • Lara welcomed all to the teleconference; started a little late with some technical issues @ 9:40 am 	
2. Request member to take meeting minutes		Jennifer: volunteered to take minutes; Thanks Jennifer!
3. Changes to Agenda?	Add "Membership Status" to New Business below	
4. Quorum Achieved?	<ul style="list-style-type: none"> • Yes (6/11) 	
Old Business		
5. Review Action Items from June, 2014 meeting	<ul style="list-style-type: none"> • Role of rep. For Renfrew County, Mike Barber with APA WG; Shawna confirmed that Mike will stay in the loop by reading minutes, rather than by attending meetings • Coordination of PAN RC work plan with APA WG work plan not yet complete by Shawna & Lara; • Tagline for PAN RC is: "Every Body, Every Space" (updated in work plan by Betty) <ul style="list-style-type: none"> • Discussion about how tag line fits within a broader communication/marketing plan as many of this WG work plan items are communication activities • Tagline to act in place of a logo; There is no concrete marketing and communications plan in place • Acknowledgement that a communications plan does cost \$; currently no funding in place but options available to address when/if funds get announced • Google docs : No real change for anyone related to status of using; <ul style="list-style-type: none"> • Karen requested IT support to enable use of Google Docs; still in progress 	<p>Shawna: has been forwarding minutes and will continue to forward to Mike</p> <p>Lara/Shawna: confirm process & time to review PAN RC work plan and links for APA WG to pick up in the 2014/15 work plan revision</p> <p>Shawna: continue to explore funding opportunities to support a Communication Strategy for PAN RC</p> <p>Betty: will work with Brian to set him up with Google docs access to APA Workgroup</p> <p>Karen: report on access to Google Docs as it becomes available</p>
6. Work Plan	<ul style="list-style-type: none"> • Most of meeting time dedicated to review and 	ALL: review revisions to work plan and

Item	Discussion	Action(s)
	revision of work plan given this important item was deferred at June meeting; <ul style="list-style-type: none"> • One of the main items added was the development of a Heart Wise Exercise Providers Network with support from Brian, Jennifer and Lara • Specific question discussed re: Goal 1 – next steps – how do we share? 	be prepared to report on action items at November meeting (thanks Jennifer) ALL: review draft of access for school board
New Business		
7. APA WG Annual Review	<ul style="list-style-type: none"> • Reviewed of summary of completed surveys by APA WG members re: annual review distributed both by paper copy at June meeting and by fluid surveys • Summary: we are going in the right direction, some challenges re: internal WG communication continue with access to Google Docs 	Lara: share APA WG annual review summary with members (attached) Lara: Post Work Plan, ACTION NOTES/minutes and other relevant docs. On our WG website AND continue to use Google Docs working towards full access by all members
8. Membership Status	<ul style="list-style-type: none"> • Lara will continue to Chair until January; a reminder to existing members to consider taking on a Co-Chair role in the new role ; consider recruit new chair from beyond APA membership? • Resignations from APA WG: Lyn Smith, CPAN; JoAnne Caldwell, Renfrew Rec.; Kim Groskleg, CRC; Candace Rose-Smith, RCDHU • New members: Cheryl Kauffeldt-Supersad, CRC; Brian Brohart, RCDHU • Consider asking Robin Lowry, Champlain LHIN to join group; Mary Cahill expressed interest in membership with this WG; Carly Meisner of KidActive attended one APA WG meeting; unsure of continued membership or if Shawna will continue to act as the sole rep. Of KidActive on the WG	ALL: consider capacity to Co-Chair this WG going forward in 2015; ALL: Consider agencies/ reps that may be a good fit with their work/mandate to recruit to this WG; Shawna: clarify KidActive representation on this WG Shawna: contact Mary Cahill to assess interest in attending APA WG meetings in the future;
Standing Agenda Items		
9. PAN RC Updates	<ul style="list-style-type: none"> • Deferred to November meeting 	
10. Petawawa Accessibility Working Group Update	<ul style="list-style-type: none"> • No update since June meeting but Working Group meeting on Aug. 26th in the evening. 	Karen to send update from tonight's meeting to Lara to add to the minutes
11. Member Updates	Not reviewed	Lara: follow up at November meeting on proposal to discontinue formal "Member Updates" and ask members to share pertinent items from their work relative to APA WG priorities via email or if meeting time allows
<ul style="list-style-type: none"> • Next Meeting: Nov. 21, 2014 (coordinated with full PAN RC meeting; click here. Please note: probably before PAN RC meeting, but not confirmed 		

August 26, 2014: Meeting Attendance

IN ATTENDANCE:	REGRETS / NOT IN ATTENDANCE:
1. Lara Mylly	Tammy Hehn
2. Shawna Babcock	Kim Groskleg (resigned)
3. Betty Biesenthal	
4. Brian Brohart (new member)	Colin Coyle
5. Jennifer Harris	Christine Armstrong
6. Karen Roosen	Kathleen Rogers
	Cheryl-Kauffeldt-Supersad (new member)
	Carly Meisner (member status to be confirmed)
	Candace Rose-Smith (resigned)
	Jo-anne Caldwell (resigned)
	Lyn Smith (resigned)
6	11
	Please share minutes and invite other interested stakeholders to participate in the work of PAN-RC's Accessibility Working Group

DRAFT