

MINUTES: Jun. 12, 2014
Access to Physical Activity (APA)
Working Group

Location: County of Renfrew, Pine Boardroom, 9 International Dr., Pembroke
Time: 9:30-11:00 am

Agenda

Standing Items (15 min.):

- Changes to Agenda?
- Outstanding issues/action from Jan. meeting?
- Petawawa Accessibility Working Group Update – Karen;
- Partner Updates (see attachment)

New Business: (30 min.)

- APA WG Annual Review

Old Business: (30 min.)

- Google Docs survey and usage (Betty)
- Work Plan review & actions
- [THRIVE](#) partnership; guests, Cheryl Kauffeldt-Supersad & Caitlin McDonald (CONFIRMED: 10-10:30 am)

<i>Item</i>	<i>Discussion</i>	<i>Action(s)</i>
1. Welcome		
2. Request member to take meeting minutes	<ul style="list-style-type: none"> • Lara volunteered (with help to add following meeting) 	ALL: agree on fair way to rotate this responsibility for future meetings
3. Changes to Agenda?	<ol style="list-style-type: none"> 1. Co-Chair Status: Kayla has resigned her role as Co-Chair for the APA WG due to a change in her employment; THANK YOU KAYLA! For your support, time and dedication to this working group to date – we will miss you! 2. Cheryl Kauffeldt-Supersad & Caitlin McDonald unable to attend mtg. 	ALL: recruiting another APA member for Co-Chair with Lara
4. Quorum Achieved?	<ul style="list-style-type: none"> • No (6/14) 	
Old Business		
5. Review Action Items from Jan. 27	<ul style="list-style-type: none"> • Item 5: Confirmed role with APA WG for Mike Barber (County of Renfrew) remains undetermined though verbal support and interest in the work of both PAN RC and the working groups has been received via Shawna; • Item 6: focused review of APA WG work plan deferred for a second time though some explorative discussion re: goals and actions were suggested during discussion; 	<p>Shawna: follow-up with Mike to determine what his role will be with APA WG – none, minutes only, meetings as able etc...</p> <p>Lara/Shawna: review PAN RC work plan and links for APA WG to pick up in the 2014/15 work plan revision</p> <p>Lara: forward current work plan to members with suggestions for next steps to complete current work plan objectives and summary of suggestions for goals/actions for 2014/15 for members to consider;</p> <p>Betty: update members on this via google docs or email</p>

Item	Discussion	Action(s)
	<ul style="list-style-type: none"> • Item 7: tagline for PAN RC is done as Betty reported though time did not permit in depth review/discussion 	
6. Google Docs Survey & uptake	<ul style="list-style-type: none"> • Betty reported that the member survey re: google docs garnered responses from 5 APA WG members (excluding Betty, Lara, Kayla and Shawna); of these 5, 4 reported difficulty accessing google docs for various reasons; managing additional login/password data; internal server issues blocking access; time... • Group discussion indicated that alternatives to google docs (e.g. email with multiple attachments that are often revised) would create more barriers to member engagement than persisting to increase uptake of google docs with targeted support from other APA WG members and successful users of Google Docs • Pursue interim actions to increase Google Doc usage and re-evaluate at next APA WG mtg. <p>Consensus: not achieved</p>	<p>Betty: individual coaching/support (if capacity allows) and/or by other members e.g. Lara/Shawna/Jennifer?</p> <p>Karen: Request the internal IT filter preventing access to google docs at PRH be removed to enable usage</p> <p>Betty & Lara: identify individual contact actions to support increased member usage (if capacity allows)</p>
7. Work Plan	<ul style="list-style-type: none"> • Deferred to next meeting (TBD) - see above 	
Standing Agenda Items		
8. Petawawa Accessibility Working Group Update	<ul style="list-style-type: none"> • based on the survey results and work plan developed, working group has facilitated tangible increase in accessibility in physical spaces (buildings) in Petawawa; • group has been productive even with fairly small membership; • 1 member of the group resigned; • Continues to be absence of formal connection between this working group and County though reportedly (Carmen) the County will have new requirements regarding accessibility to address and collaboration with other similarly focused groups may be possible though no initiation from the County on this issue has occurred to date that members present were aware of 	
9. Member Updates	See attachment 1	
New Business		
10. APA WG Annual Review	<ul style="list-style-type: none"> • Lara distributed hard copy of single-page member survey which was completed by members present 	<p>Lara: provide FluidSurveys link to members not present to complete online survey of APA WG annual review</p>

Item	Discussion	Action(s)
		<p>Lara: forward summary of APA WG annual review survey for member review</p> <p>ALL: review annual WG Review survey results to identify and prioritize changes for the APA WG to consider going forward</p>
<p>• Next Meeting: Nov. 21, 2014 (coordinated with full PAN RC meeting)</p>		

IN ATTENDANCE:	REGRETS / NOT IN ATTENDANCE:
1. Lara Mylly	Kathleen Rogers
2. Shawna Babcock	Kayla Menkhorst (resigned)
3. Betty Biesenthal	Jo-anne Caldwell
4. Carmen Goold	Colin Coyle
5. Jennifer Harris	Carly Meisner
6. Karen Roosen	Candace Rose-Smith
	Lyn Smith
	Tammy Hehn
	Christine Armstrong
	Kim Groskleg
6	10
	Please share minutes and invite other interested stakeholders to participate in the work of PAN-RC's Accessibility Working Group

