

MINUTES: Oct. 28, 2013
Access to Physical Activity (APA)
Working Group

Location: Whitewater Bromley Community Health Centre, 20 Robertson Dr., Beachburg

Time: 1:30-3:30 pm

Agenda:

- Introductions
- Previous meeting recap
- Terms of Reference
- Work Plan
- Next Steps and Deadlines
- Next Meeting

<i>Item</i>	<i>Discussion</i>	<i>Action(s)</i>
1. Welcome & Roundtable	<ul style="list-style-type: none"> • Introductions from those who were present 	
2. Request Secretary to take meeting minutes	<ul style="list-style-type: none"> • Tammy H. volunteered – thank you Tammy! 	Tammy H.: provide notes following meeting to Lara for electronic minutes
3. Quorum Achieved?	<ul style="list-style-type: none"> • Yes 	
Old Business		
4. Review Action Items from Jun. 3, 2013 meeting minutes	<ul style="list-style-type: none"> • Bruce McIntyre is no longer working at the County of Renfrew; new person is Mike Barber; • Shawna forwarded graphic by e-mail during the meeting to show relationship between PAN-RC, HCP visually; • All other actions from Jun. 3, 2013 meeting minutes complete • No edits required for Jun. 3 minutes 	<ul style="list-style-type: none"> • Shawna: invite Mike to join our APA working group; • Kayla/Lara: ask Karen for updates from Petawawa Accessibility Working Group to be added to APA agenda during roundtable
5. Terms of Reference	<ul style="list-style-type: none"> • Discussion of Goals continued from Jun. 3rd meeting; some redundancy identified so revisions to this section only is needed; • Members present achieved consensus to adopt Terms of Reference with the exception of Goals section; 	<ul style="list-style-type: none"> • Lara: edit Terms of Reference Goals section to reflect changes discussed during the meeting; • Kayla/Lara: circulate revised Terms of Reference • All: contribute to revision of Goals statements via e-mail exchange and to confirm at January meeting
6. Work Plan	<ul style="list-style-type: none"> • Significant discussion of goals during Work Plan review recognizing that Work Plan was developed on a 1-year planning cycle to keep actions focused and relevant but that Goals may (and probably will) remain unchanged beyond the current year; • Some members would like to see longer-term plan and how annual plan fits with longer-term vision • Previous draft of Work Plan (Jun. 13, 2013) identified 5 goals which were revised to include 2 goals for Work Plan to May, 2014 that include increased access to low or no-cost 1) 	<ul style="list-style-type: none"> • Lara: revise Work Plan to reflect discussion and forward to group members • Lara/Kayla: request feedback re: long-term planning capacity and interest beyond 1 yr. from group and suggestions of how to document longer-term goals

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	<p>community spaces (including schools); and 2) to resources/equipment needed to engage in physical activity;</p> <ul style="list-style-type: none"> • Third goal relating to fees associated with participation in physical activity will remain on Terms of Reference and Work Plan as a longer term goal for the working group and actions on the other 2 goals may inform future action on goal 3 relevant to fees 	<p>Lara: incorporate into revised Terms of Reference and Work Plan</p>
New Business		
7. Next Steps and Deadlines	<ul style="list-style-type: none"> • Actions documented in draft Work Plan primarily for goal 1 relative to increased access to low or no-cost community spaces; SEE draft Work Plan • Group was not able to draft actions for goal 2 to the extent that was possible during meeting for goal 1; 	<p>Lara: request additions to Work Plan and identify draft actions for goal 2 relative to increased access to low or no-cost resources/equipment to support engagement in physical activity</p>
<ul style="list-style-type: none"> • Next Meeting Date TBD following Doodle Poll Phoenix Centre for Children & Families 130 Pembroke Street West 2nd Floor Pembroke, ON K8A 5M8 http://goo.gl/maps/SRmCb 		

IN ATTENDANCE:	REGRETS / NOT IN ATTENDANCE:
1. Shawna Babcock	Kim Groskleg
2. Colin Coyle	Kathleen Rogers
3. Jo-anne Caldwell	Christine Armstrong
4. Tammy Hehn	R. Moss
5. Lara Mylly	
6. Karen Roosen [Teleconference]	
7. Kayla Menkhorst [Teleconference]	
8. Betty Biesenthal [Teleconference]	
9. Karen Roosen [Teleconference]	
10. Lyn Smith [Teleconference]	
11. Jennifer Harris [Teleconference]	
12. Candace Rose-Smith [Teleconference]	Please share minutes and invite other interested stakeholders to participate in the work of PAN-RC's Accessibility Working Group
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