



## **Roger Neilson House Family Advisory Committee Meeting Minutes Monday November 14, 2016**

**Present:** Nancy Graham, , Kimberley Jordan, Mindy McHardy (Chair), Anne Jones, Sharon Liff, Alex Vanzyl, Jean Murray (recorder), Beatriz Alvarez, Yara Saikaly, Katelyn Howse, Lillian Kitcher, Helen Yoxon, Aicha Mansir-Tounekti, David Bell

**Regrets:** Richard Ouimet

**Guests:** Madalena Arnone, Marita Killen, Samantha Harris, Megan Sloan

**1. Welcome, Approval of Agenda and Minutes of last meeting:** Mindy welcomed everyone and introduced David Bell, a new member who is replacing Andrea Gumpert, his wife. David told the committee a little about himself. The agenda was accepted as prepared. Acceptance of the minutes of the last meeting was moved by Beatriz and seconded by Sharon. In preparation for discussion later, Mindy circulated a copy of a summary of the proposed priorities for 2016/17 and asked members to place a dot beside each of their 3 top priorities.

### **2. New Business**

#### **2.1 Grandparent Bereavement Support Group (Madelena Arnone, RNH SW)**

Maddie provided the FAC with information about how the group came to be offered, what a review of pertinent literature indicated were the issues / needs of grandparents and plans for evaluating groups. Topics covered during the 6 group meetings are similar to the parent groups but with some additions. Members for the first group were recruited as a result of information which was sent to bereaved families. There was some discussion regarding future recruitment for this group – Maddie was encouraged to consider opening it up to all families who received bereavement support in the last few years.

#### **2.2 Social Media (Megan Sloan, RNH RPN)**

Megan provided information about the development of RNH Facebook, Twitter and Instagram sites in response to the wishes of parents. Megan and Katherine Brooks (Kat), RNH recreation therapist, have set up and managed these. A policy for staff and volunteers was developed as well as terms of use posted on each site. Goals are to engage the community, to educate the public about RNH, to gain support and to develop a social media community. They would like feedback from families about the sites. Comments can be sent to [socialmedia@rogerneilsonhouse.ca](mailto:socialmedia@rogerneilsonhouse.ca). Next steps are to incorporate volunteers in the management of the sites once more safeguards are in place. Highlights from the discussion following Megan's presentation included:



- How might the FAC use social media to reach out to families?
- Social media could be used to announce or highlight upcoming events.
- Would it be useful to develop a pamphlet to inform families about RNH and social media?

Megan is happy to attend a future meeting at the request of FAC.

### **2.3 CHEO-OCTC Survey of Family Advisory Functions**

Marita Killen, former CHEO Board member, and Master of Health Administration student Samantha Harris are gathering information for a report about FAC functions for the new CHEO-OCTC board. They invited the group to respond to a list of questions and asked for advice/ideas re: a family advisory committee for CHEO-OCTC. Positives expressed about the RNH FAC included: a wide cross section of members (upper management, nursing, volunteers and families) and openness to families' ideas means a direct connection and an enhanced possibility of system change; inclusion of parents from all service areas including those who are no longer accessing services (bereaved); length of term.

Mindy requested a copy of the completed report to be shared with the FAC.

### **2.4 Alumni Advice (Aicha Mansir-Tounekti)**

Aicha shared her experiences and perspectives as an FAC member. She recommended a training session for new members and encouraged FAC members to always focus on adding life to the years of the children we serve.

### **2.5 Medication Review (Helen Yoxon & Nancy Graham)**

Deferred until January meeting

## **3. Follow Up Items**

### **3.1 Finalize 2016/17 FAC priorities**

Top three priorities as voted by members include:

#1 Enhance communication between FAC and families to ensure that families are being accurately represented by FAC.

#2 The following were ranked equally:

- establish recommendations for involvement of RNH families in fundraising and external events
- increased social activities for RNH children and families
- increased education and networking between RNH FAC and other similar organizations

Discussion focused on the establishment of recommendations for involvement of FAC families in fundraising and external events. As the CHEO Foundation is now involved in fundraising it was decided that a representative from the CHEO Foundation (Jacqueline)



and one from the Sens Foundation (Danielle or delegate) would be invited to the January meeting to provide the FAC with more information.

Other ideas include (a) using social media to alert families to the opportunity to participate (b) having those who have previously participated provide information about what participating meant to them and about any problems identified (c) facilitate families putting their name forward if interested in participating. **Action: Helen Yoxon/Nancy Graham Invite reps from the CHEO Foundation and Sens Foundation to speak at January FAC meeting.**

### **3.2 Update Review of Support Services (Helen Yoxon)**

Deferred until January meeting

### **3.3 Confidentiality agreements**

Nancy distributed agreements to those who had not yet completed them.

**NB** Nancy and Mindy will meet in December to discuss the upcoming agenda and are happy to receive emails regarding any of the priorities prior to the next FAC meeting.

**Next meeting:  
Monday January 9, 2017 at 6:00 pm  
RNH Training Room, Basement**