



**Roger Neilson House Family Advisory Committee
Meeting Minutes
Monday September 12, 2016**

Present: Mindy McHardy (Chair), Nancy Graham (recorder), Anne Jones, Sharon Liff, Alex Vanzyl, Andrea Gumpert, Beatriz Alvarez, Richard Ouimet, Yara Saikaly, Katelyn Howse, Lillian Kitcher, Helen Yoxon

Regrets: Kimberley Jordan, Osama Abdali, Jean Murray, Aicha Mansir-Tounekti

1. Welcome, Approval of Agenda: Mindy welcomed everyone to the first meeting of the Roger Neilson House FAC for 2016-17. Agenda accepted as prepared with the addition of a meeting schedule for the upcoming year.

2. Approval of Minutes of last meeting: Minutes approved by Nancy, seconded by Mindy.

Follow Up items from last meeting:

2.1 Family Satisfaction Survey: Helen Yoxon summarized the survey results. Discussion ensued about the recent review of Support Services (of great interest to families) – status of this will be reported on at the November meeting.

2.2 Annual Work Plan Template: Completed and final template shared with members.

2.3 FAC Annual Report 2015-16: Completed and shared with members

2.4 Outstanding Items from 2015-16 Workplan: To finalize the workplan for 2016-17. This will be addressed under new business.

3. New Business:

3.1 Membership: New members to the committee (Richard, Yara, Katelyn and Lillian) were welcomed. Retiring members (Sharon, Osama and Aicha) will remain with the committee until January 2017 to assist in the orientation of new members, each presenting their perspective of being an FAC member at one meeting. Andrea Gumpert has tendered her resignation from the committee – her husband, David Bell, has applied – an interview is pending.

3.2 Retiring FAC Member Perspective (Sharon Liff): Sharon shared her experiences and perspectives as an FAC member. She emphasized that her term gave her the opportunity to give back to the organization and to help improve the services for all families.

3.3 Terms of Reference: Re-circulated to members for information/feedback.



3.4 Annual Report: Members informed that an annual report will be compiled by FAC in response to their Annual Priorities and shared with the Roger Neilson House leadership team and Board of Directors.

3.5 Priorities for 2016-17: Proposed priorities were reviewed and new suggestions offered which include increased social activities, education and networking, discussions regarding admission & discharge times. **ACTION:** Nancy to summarize the priorities and circulate to the membership prior to the next meeting. Members are to identify 3 priorities for the next meeting – the group will come to a consensus on 3 priorities that will become our focus for the remainder of the year.

3.5 Meeting Dates for the Year: The group decided that where possible meetings would be held on the second Monday of the month. The following dates were decided upon – November 14, January 9, March 6. May 8 and June 12. **ACTION:** Nancy to circulate an e-mail to the membership containing these projected dates.

4. Items for follow-up:

Distributed for review and/or signature: Roger Neilson House Social Media Policy and Confidentiality Agreement

Request for presentation on Connected Care – Navigator Program ACTION: Mindy to follow-up with Hugo Lemay and Chantal Krantz from CHEO.

Next Meeting:

Monday, November 14, 2016 6-8 pm
RNH Training Room, Basement