

Ontario Dementia Advisory Group

Meeting Minutes

Monday February 9, 2015

11:00 a.m. – 12:30 p.m.

Present: Bea, Gina, Lisa, Brenda, Mary Beth, Bill, Elaine, Maisie

Regrets: Phil, Delia, Nancy

Nancy Rushford	Program Director at the Alzheimer Society of Ontario
Maisie Jackson	Connected with the Alzheimer Society of Niagara
Bea Kraavenhof	Connected with the Alzheimer Society of Niagara
Gina Bendo	Alzheimer Society of Niagara
Delia Sinclair	Alzheimer Society of Ontario, Public Policy and Advocacy
Phil Caffery	Alzheimer Society of Ontario, Public Policy and Programs
Lisa Loiselle	MAREP, University of Waterloo
Brenda Hounam	Paris, Ontario, spokesperson and advocate
Mary Beth Wighton	Southampton, advocate, FTD
Bill Heibein	Advocate and spokesperson
Elaine Wiersma	CERAH, Lakehead University

1. Reviewed meeting minutes from Feb 2nd & Feb 4th, 2015

- Ask Delia at next meeting if there are any more regional advisory groups.
- No questions after reviewing the minutes from either meeting.

2. Debrief about the meeting with Indira

- Brenda and MB did a great job getting the points across to Indira
- Nerves got the better of some people
- Create a document with tips and strategies so other people with dementia joining this group or other groups or sitting in meetings with government can be prepared
- Kudos to support members from ODAG members
- Maisie came away from the meeting much stronger.
- Need to document the process – what we would keep the same and what we would do differently.
 - What went really well and that we would do again

- Make sure that everyone is sitting face to face around a table
 - What we would do differently
 - Technical connection
 - was very difficult to hear at times; MB's thoughts wandered off because it was hard to hear; need to create best practices using technology
 - Table microphone would have made it easier.
 - Need to explore different options for using technology – this is how we can include more people in the process.
 - It is good to see and hear individuals.
 - OTN is an option – if engaging groups of people, but not if you are at home (in hospitals and CCAC, some universities; government funded)
 - Brenda and Bill have used OTN and they think it is great
 - Another option is Adobe system – you can see the work being done on a computer but you have to call in to a conference line – you cannot see people on this platform
 - Another option – WebX - Adobe type platform plus video screen of participants. You would be invited by email to click a link and enter a password.
 - Some technology will work for some people but not for others.
 - Agenda
 - Do not ask someone to do something at the last minute and that was not previously talked about.
 - Need to have talking points on paper. Hard copies and colour coding were helpful – just have one key point for each person – this is a starting point for people to feed off each other and keep the conversation going.
 - Need to be flexible with agenda/timing – need to have this discussion before hand – reflect on structure vs. flexibility of meeting agenda
 - May be an idea to create guidelines for a facilitator and guideline for process person
 - Have reflection afterward a meeting to continue the learning process
 - Get some reflections from Indira – did she get what she needed – what worked, what didn't

3. Next steps with regards to moving forward together with Indira (tabled to next meeting)

4. Other items

- Passport day – Brenda is presenting with David Harvey – she will talk about ODAG and what she said in the meeting with Indira. David has prepared 3 slides and she has hard copies of all the notes from ODAG that she can follow and refer to.

- Publicity of the group – local CBC in Thunder Bay contacted Elaine. Elaine wants the focus to be on ODAG and the meeting with Indira; Elaine wants to put Bill's name forward for the interview. Brenda suggested that Bill use the How to Engage document for some talking points during the CBC interview.
- How can we let other organizations know about what ODAG's aims and objectives are and how others can access ODAG for advice and consultation?
- Prepare a media kit about ODAG – use how to engage document
- 3 points and engagement document (could be mission and vision –
- Need to change “doing” to “working” on engagement document and in the 3 key points
- Think about website – as part of the publicity for ODAG; ODAG will be connected with Alzheimer Society of Ontario (ASO) – but independent in messaging. Have a link to ASO on ODAG website
- Other regional advisory groups – would be good to have an idea of who they are attached to, how many people on the group, their vision and mission.

Set agenda items and date for the next meeting

- Develop group priorities and principles to guide ODAG's work moving forward
- Publicity and common message
- Membership and relationship with other advisory groups
- Next steps with regards to moving forward together with Indira

Action Items:

Elaine – book a teleconference line for next meeting

Elaine - send MB a link to OTN

Elaine - Need to get in touch with Phil about messaging related to meeting with Indira

Elaine - look into the cost of creating a webpage for ODAG

MB will reach out to some friends who are familiar technology to get advice and will report back to the group.

MB will contact Brenda to get her perspectives

MB and Elaine will work together to make a chart with recommendations for future meetings and groups.

Gina to check if Linhaven has OTN access

Brenda will send a summary of what was said at Passport day to Bill.

Everyone - Send any thoughts about the meeting with Indira or ideas of what we should document with regards to the process to Elaine/Lisa before next meeting.

Next meeting:

Wednesday, February 18th, 2015

10:00 am – 11:30 pm