

## Ontario Dementia Advisory Group

### Meeting Minutes

Monday March 2, 2015

10:00 a.m. – 12:00 p.m.

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Present: Maisie, Bea, Gina, Delia, Phil, Lisa, Mary Beth, Bill, Elaine

Regrets: Nancy, Brenda

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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

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#### 1. Reviewed meeting minutes from February 18<sup>th</sup>, 2015

- There were no questions about the notes from the previous meeting.

#### 2. Updates

- Brenda has decided to step off the committee and she wanted Lisa to send her regrets to the group.
- Lisa will talk to Brenda and express that the group is very flexible, and can work around her needs so that she would be still be able to participate in the meetings.
- Congratulations to Bill and Elaine on a great interview with CBC Thunder Bay.
- Bill and Lisa were also interviewed for a farming magazine. Lisa will send the article to everyone.

- Bea requested for the meetings to start later as it is better for her. Everyone agreed that this was okay since the group is very flexible and accommodating to the needs of their members.

### **3. Reviewed the engagement document and cover letter**

- Everyone agreed that the cover letter was very concise and they all liked it.
- No changes need to be made to the content.
- The ODAG header and Nothing About Us Without Us footer just needs to be added to the cover letter.
- From this point on, all documents produced by ODAG will have the same header and footer. This will be our official letterhead.
- Bea and Maisie suggested to change the font for the Nothing About Us Without Us footer.
- It was pointed out that we should be using sans serif fonts for accessibility reasons. However, we may not need to for the header and footer as it is our branding.
- The following are revisions made to the engagement document based on suggestions from the last meeting:
  - In the forward, 2-3 sentences were removed as they were tailored towards the meeting with Indira
  - The list of members and partners are listed at the end
  - There were no changes made to the body of the document
- The following are minor changes that need to be made to engagement document:
  - For the list of partners, Alzheimer Society of Niagara should be listed first so that it is alphabetical order
  - Within the four bullet points in the forward, MAREP should be expanded to the full name

### **4. Created an outreach list for the engagement document**

- The document should be sent out to all the regional dementia advisory groups so that they are aware of what we already produced. They may want to use it in their own region or revise it for their own purposes.
- It should also be sent out to all Alzheimer Society chapters across the province. A mass email is sent out every Monday afternoon to all 32 chapters.
- The engagement document will be sent out next Monday. Before then, we can work on polishing the website so that people can have a resource to go to after receiving the document.
- Along with all the Ontario chapters, Delia can also send it to all the public education coordinators within the province.

- Gina will share it with the local group in Niagara, and ask them where they would like it to be sent to. Lisa will do the same with the local group in Waterloo Wellington and Bill will do this for Thunder Bay as well.
- Mary Beth will also share it with the Alzheimer Society of Grey-Bruce.
- We can start slow with all these groups first, and then expand the list as we continue to move forward.
- Delia conducted a survey with the local Alzheimer Societies to find out how many regional dementia advisory groups exist in Ontario.
- She discovered that there were about 8 groups and she has all their contact information and the status of each group. Note that there could be other groups not known by the societies.
- Mary Beth is having a hard time picturing the connection between ODAG and these regional groups. Everyone agreed that a visual of this process would be very helpful. Delia will develop this visual.

#### **4. Reviewed the website**

- Is it possible to have a password protected page on the site where people could upload documents and edit them as well? We need to keep a spread sheet list of all the people we sent the engagement document to, therefore we require this function so that everyone could add to the list when necessary.
- Elaine explained that it is possible to have a password protected page on the site where people could upload and download documents. However, she is not sure if you can make changes to the documents. She doesn't think that everyone could work on a document all together.
- Elaine could create a form under the password protected page and all the information will be collated in one place. Each time a person sends out the document, they can fill out this form and the information will be stored.
- Another option is to have an excel sheet maintained by someone. Each time a person sends out the document, they will email the individual managing the sheet and that person will input it in the database.
- Everyone agreed to go forward with the form option.
- For the website, the cost for both the domain names (odag.ca & ontariodementia.ca) is \$112.89 for 5 years. The cost of the weebly template is \$159 for 2 years. The total cost is \$271.89.
- Currently, there is \$1000 in the ODAG account held at ASO. Everyone agreed that money from this account can be used for the website.
- Elaine will create an invoice with all the required information and Delia will forward it to ASO's financial department.
- Elaine also created a central email address for the group: [ontariodementia@gmail.com](mailto:ontariodementia@gmail.com). Currently, emails are forwarded to Elaine's account, but they should be forwarded to everyone's account as well.

- If each person's email is linked to this account, then we need to discuss a process for replying to messages. Elaine and Mary Beth will work on a process document.
- Should people reply from their personal account or reply using this central email?
- Everyone should respond using the central email so that a history of the sent items will be saved.
- It was determined that this email should be included within the letter head.
- Elaine will share the credentials of the email to the group.
- Whenever anyone does a PR piece, it will be added onto the news and event page.
- Lisa will send Elaine pictures from Passport Day to be added onto the news and event page.
- Elaine will also put up the article from the farming magazine on the news and event page. She will email the author to see if there's copyright issues with uploading the PDF.
- For the "Our People" page, would everyone be comfortable with having the profiles created for Indira be displayed on this page?
- Everyone is okay with this and Elaine will work on populating this page this week.
- For the "Our Work" page, we can add information regarding our meeting with Indira as well as the engagement document.
- For the "Contact" page, Elaine will remove the phone option since we don't have a central phone number.
- Elaine will put the minutes and agenda on the password protected page as well.
- If you would like to see any other changes regarding the website, please feel free to reach out to Elaine.

##### **5. Discussion around having the Innovations team observe the group**

- The Alzheimer Society of Ontario (ASO) has hired an innovations team to help develop an "Innovation and Wellness/Health Promotion framework" so that ASO can better leverage innovative work happening at the grassroots level.
- In order to develop the framework, they are interviewing stakeholders and visiting Alzheimer Societies. They are particularly interested in learning from people with dementia and carepartners.
- ASO will be able to use this framework to look at their communication processes in order to do future work. It will help them find ways to identify innovative programs, and evaluate innovations internally and externally. It will help ASO stay abreast of all the innovations and they will be able to bring these innovations to the society and their work.
- Phil and Nancy are leading this project and thought that it would be a great opportunity for ASO to have this group put their input in the framework.

- The consultant will have a 1 hour conversation to get the group's thoughts on a variety of topics. Phil will be able to get the questions beforehand and send it out to everyone.
- For ASO, people with dementia is a large stakeholder and they need their voices.
- When the innovations team came to Niagara, Gina explained that they wanted to know about people with dementia being able to direct and be involved in programs.
- All the ODAG members agreed that they would like to be involved since they have been identified as important stakeholders.
- Since there is a time pressure for this and the next meeting is not happening till March 16<sup>th</sup>, a separate meeting was dedicated for this matter. It will be held on Friday, March 6<sup>th</sup> at 1:00 pm.
- Phil will provide everyone with the questions, agenda, teleconference details and any other information regarding the meeting.

#### **Action Items:**

- Lisa will contact Brenda expressing the flexibility of the group.
- Lisa will send everyone the article from the farming magazine.
- Delia will request to get some reflections from Indira about the meeting.
- Mary Beth and Delia will finalize the cover letter and engagement document.
- Delia will send the document to all Alzheimer Society chapters across Ontario and all public education coordinators.
- Gina will share the document with the Niagara group.
- Lisa will share it with the Waterloo Wellington group.
- Bill will share it with the Thunder Bay group.
- Mary Beth will share it with the Alzheimer Society of Grey-Bruce.
- Delia will develop a visual to illustrate the connection between ODAG and the regional groups.
- Elaine will create a password protected page on the website and upload the minutes and agenda on this page. She will also create the form for tracking who we've sent the engagement document to on this page.
- Elaine will create an invoice for the websites cost and pass it over to Delia to be sent to ASO's financial department.
- Elaine and Mary Beth will work on a document outlining the process for replying to emails sent to the central account.
- Elaine will share the login credentials of the website with the group.
- Lisa will send Elaine pictures from Passport Day to be added to the news and event page.
- Elaine will put up the article from the farming magazine on the news and event page.
- Elaine will work on populating the "Our People" page with everyone's profiles.

- Elaine will add information regarding the meeting with Indira on the “Our Work” page.
- Elaine will remove the phone option on the “Contact” page.
- Phil will provide everyone with the interview questions, agenda and teleconference details for the meeting with the Innovations team.
- Giselli will send out the meeting minutes and agenda.
- Elaine will book a teleconference line for the next meeting.

**Next meeting:**

**Monday, March 16<sup>th</sup>, 2015**

**1:00 pm – 3:00 pm**