

**Thursday September 16, 2021**
**6:30 pm to 8:30 pm**

Location: Zoom

Chair: Laura Meffen

Vice Chair: Lexi Tokhi

Guest: Debbie Bushby, LTF

No	Topic and Notes	Actions
1.	<b>Welcome and Introductions</b>	
2.	<b>Agenda</b> –No additional items <b>Meeting Notes</b> –approval of June 24, 2021 notes	
3.	<b>Review Terms of Reference</b> Terms of reference were reviewed and approved	
4.	<b>Equipment Loan Program</b> <ul style="list-style-type: none"> <li>• Debbie Bushby, CTN LTF presented on the CTN equipment loan program and some of the recent changes.</li> <li>• See slide deck for details</li> <li>• Members inquired about how to donate to the program</li> <li>• A process for getting equipment to and from families who have a barrier to transportation is being developed</li> </ul>	<ul style="list-style-type: none"> <li>• Kim to follow up with the group when a formal process is in place for donating equipment. Debbie to connect with individuals in the meantime.</li> </ul>
5.	<b>Standing item:</b> Update on CTN's Pandemic Recovery <ul style="list-style-type: none"> <li>• Kim updated the group on the increase access to sites that occurred over the summer.</li> <li>• Hosted providers are the only ones using the CTN sites so far. There is no access for non-hosted providers</li> </ul>	<ul style="list-style-type: none"> <li>• Members will receive an email from CTN regarding the vaccination policy with specific instructions for them as volunteers.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Collingwood site is a recreational facility and CTN is working with them on how the restrictions on recreational facilities will affect CTN and CTN clients and families</li> <li>• Many clinical services continue to be provided virtually, with more in-person services now being offered</li> <li>• Karen provided members with a summary of the pending CTN vaccination policy and its impact on them as volunteers. The policy does not apply to clients or families.</li> </ul>	
<p><b>6.</b></p>	<p><b>Work Planning:</b></p> <ul style="list-style-type: none"> <li>• Members discussed the schedule for meetings for the year and agreed to continue with current schedule of meeting on the third Thursday of the month from 6:30-8:30 pm by Zoom</li> <li>• To better track the committee’s accomplishments, it was agreed that the notes for each meeting would include a running list of <b>key accomplishments</b> and/or decisions as well as any bring forward items that need to be tracked and updated.</li> <li>• The primary focus for this year will be: <ul style="list-style-type: none"> <li>○ Fall- new investment and modernization</li> <li>○ Winter- CTN strategic planning</li> <li>○ Spring -Annual General Meeting</li> </ul> </li> <li>• A suggestion was made that various member of the CTN team come to present to FAC this year to provide them with an opportunity to learn about FAC and have FAC get to know them and the work they do.</li> </ul>	<ul style="list-style-type: none"> <li>• Heather to book the FAC meetings on Zoom</li> <li>• Karen to add the key accomplishments and bring forward items to the agenda and meeting notes.</li> <li>• Kim, Karen and Heather to work with CTN team on a schedule for presentations</li> </ul>
<p><b>7.</b></p>	<p><b>New Member Recruitment and Broader Family Engagement:</b></p> <ul style="list-style-type: none"> <li>• Two members identified that this will be their last year on FAC.</li> <li>• New members are needed. Recruitment should focus on the following gaps: <ul style="list-style-type: none"> <li>○ Fathers/male members</li> <li>○ Youth</li> <li>○ Diverse families including those who do not speak English</li> </ul> </li> <li>• The group suggested some tactics to recruit new members: <ul style="list-style-type: none"> <li>○ Current members could provide testimonials to be used in recruitment efforts.</li> <li>○ Make recruitment language less formal and corporate sounding</li> <li>○ have current members invite a guest to “check out” an FAC meeting</li> <li>○ Let front line providers know that we are looking for FAC members as a more direct line to potential members versus using the website</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Heather will create a plan call to action for FAC involvement as well as other opportunities to give input and advice to CTN</li> <li>• FAC members to provide testimonials</li> <li>• Bring forward item for next meeting</li> </ul>

	<ul style="list-style-type: none"> <li>○ Provide volunteer hours to youth who join FAC or other opportunities to provide advice/feedback to CTN</li> <li>● CTN also wants to offer other opportunities for families to provide feedback and advice on specific initiatives and without requiring the long-standing commitment to joining FAC.</li> </ul>	
8.	<b>Standing item:</b> Successes and Challenges	<ul style="list-style-type: none"> <li>● Members shared successes with return to in-person school and supporting other families through genetic research and challenges with home-schooling, especially during a pandemic.</li> </ul>
9.	<b>Next Meeting: October 21, 2021 6:30-8:30</b>	
<b>Accomplishments</b>		
<ul style="list-style-type: none"> <li>● FAC provided feedback and input to the new CTN loan equipment program</li> </ul>		
<b>Bring Forward</b>		
<ul style="list-style-type: none"> <li>● FAC member recruitment</li> </ul>		