

CMHAWW Family Advisory Council

Meeting minutes: May 7, 2018

Minute taker: Holly

Present: Helen Fishburn, Angela Sider, Angela Heeley, Jayne, Lynne, Wanda, Eva, Sonia, Teresa and Holly.

Approval of agenda.

Welcome/introductions: (Helen) Introductions for committee member joining for the first time.

- Updates from Helen, including information on Children's Mental Health Week.
- Base budget increase for children's mental health.

Draft Terms of Reference:

- Angela H. reviewed T.O.R. with the group to solicit feedback.
- 2 council member spots still available: need to consider some of the diversity of future members to fill the spots, eg. Male and rural representation.
- Angela S. discussed how the "call" to members was facilitated.
- Angela S. proposed a 4th bullet for Membership
 - May lead to instances where we need to decline applicants (add to waitlist for next term) because of our mandate for diversity.
- Angela H. to have a conversation with members that miss 3 consecutive meetings. Expectation that there will be communication regarding missed meetings/absences.
 - Opportunity for a leave of absence when there are current barriers to attending the next few meetings (extenuating circumstances); dealt with on a case by case basis. (Note that details may not be given to the committee out of consideration for privacy and confidentiality, and Angela H. will deal with this at her discretion).
 - Need to meet with Angela H. in advance of re-entry to get up to speed on the on-goings of the group. ("Reengagement Support Meeting").
 - Responsibility of chairs as well.
- Angela H. will consult with Anna Tersigni as to a confidentiality agreement for Council Members.
- Both Angelas will flesh out roles/responsibilities of the Council regarding whether it is an Advisory vs. Workgroup.
- All emails should include "Family Council" in the subject line.

Access to Council information: Angela H. will talk to Martin Bauman about having a section on the website for Family Council to post minutes, etc.

- Initials will be used as identifiers in meeting minutes (not full names).
- Evaluation at the 1 year mark to assess/evaluate the Council's Activities.
Confidentiality Agreement- for agency and member privacy.

Membership requirements:

- Co-Chairs role needs to be fleshed out; need to consider availability. The 2 Angelas will draft the roles of the Co-Chairs. We will revisit this next meeting.
- Angela S. suggested maybe having members max. 3 year term and reapply if interested in staying with the Council longer.
- Agreed that meetings will continue to happen bimonthly.
- There is presently no availability in Cambridge for meetings.

Angela S. and Heather Callum: What does meaningful engagement look like? Is this group interested (outside of the Council meeting) in participating?