

**Quality Assurance and Accessibility Subcommittee
Minutes
Wednesday November 12th, 2014
300 Harry Walker Parkway, Newmarket 9:30 A.M.**

Present: Betty-Jo Cabell

Regrets: Mary Sharifzadeh, Jacquie Gill, Sandra Sanz

Chair: Betty-Jo Cabell **Recorder:** Betty-Jo Cabell

AGENDA ITEM	DISCUSSION/OUTCOME	ACTION PLAN
1. Welcome and Announcements		
2. Symposium	Discussed organizing symposium Christine is in charge of plaques, Cathy has the plaques; Christine is unsure whether or not she will make it. Deb will connect with Cathy Elliot to see if she will speak at the symposium. It was suggested that if she could not, someone receiving Gold could speak of their journey from bronze through Gold highlighting the positive changes that have happened. This could happen as well if the group wants. Betty-Jo provided Platinum certificates for Bronze group to be presented that evening; awaiting signatures.	-Mary S is in charge of ordering greek food -Sharon is picking up plates -Anna is picking up coffee and dessert -Cathy will ensure plaques are delivered -Deb will follow up with Cathy Elliot
3. Peer Review	It was discussed that there are discrepancies between peer review groups when assessing the binders. It happened with UCCC binders last round as well as YCD binders. Submissions were exact and binders were noted for different discrepancies.	
4. Binder Review	Review of binders – To be noted for next time... There needs to be more time between the review of the binders and the symposium as there are still outstanding items in all binders. Some less significant than others but allowing centres the time to get things in place. For this round it was decided that each group will coordinate with the peer review people for their binders to submit or update anything required hopefully prior to the symposium but we may have to work on the honor system for some items that may still be outstanding on the day of. Example – Christine is booked for Proton in December 2014 and Betty-Jo has final part of third part inspection scheduled for day of the symposium. Larger submission pieces can be reviewed just prior to symposium if complete.	
5. RTB Expectations	RTB Expectations... The requirements for meetings for Gold is 9 staff meetings (Min of 45 min each) and 9 team meetings (Min of 30 min). Peekaboo does full staff meetings, alternating months @ 2 hours each. That only constitutes 6 and they have ½ hour team meetings monthly	

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	– one alternating to the staff meeting month and one attached to the end of the staff meeting. As a collective group we need to determine if this meets our expectations?	
6. Donald Cousins Binder	Was in poor repair when it was submitted by acting supervisor as Melanie was on maternity leave. When she received it back it had to be completely re-done. It has been reviewed by Tammy recently but it was not returned within the deadline. What do we want to do? Do we want to take this into consideration and note that they have received Bronze or do we make her resubmit with the next group? Need to know prior to symposium to let them know that they can come next week.	

NEXT MEETING:

Minute Taker: