

## MINUTES

**Community Attendees:** Parkdale: Derek Brown, Kara Hallett, Rob Wenarchuk  
 St Andrews Heights: Jacques Gendron, Ken Zdunich  
 University Heights: Jan Brawn, James Love, David Richardson

**Regrets:** Liz Murray

**Alberta Health Services Attendees:** Janice Cullen, Shelley Nycz, Penny Rae, Sheena Taggart

Agenda Item	Discussion	Action
1. Overview of evening	Janice Cullen welcomed members and gave a brief outline of the evening.	
2. Introductions	Introductions were made.	
3. Approval of Agenda	The agenda was approved as presented.	
4. Alberta Health Services Project Review	Penny Rae, SVP, Capital Management provided a comprehensive overview of the planned parkade that is required to replace parking at lot 1. Some of the imperatives of the process were identified for community members. Questions were addressed throughout the discussion.	

<b>5. Review of Terms of Reference</b>		The draft terms of reference was reviewed by the group. Minor amendments were identified. The modifications will be incorporated and brought to the next meeting.	S. Taggart to make changes and bring the revised version to the next meeting.
<b>6. Documents</b>			
<b>6.1</b>	<b>Confidentiality Agreement</b>	Sheena Taggart advised the group that AHS requires that a confidentiality agreement is signed by community volunteers, A concern with the document was identified which will be checked with AHS Legal department	S. Taggart will verify content meaning and report at next meeting.
<b>6.2</b>	<b>Emergency Contact Information</b>	Members were asked to provide emergency contact information to be used in an emergency situation.	Members to complete and bring to next meeting.
<b>6.3</b>	<b>Consent to use of personal information</b>	A form was provided and members were asked to complete in the event that any media coverage or photographs/videos of the group.	Members to complete and bring to next meeting.
<b>7. Next steps</b>		It was decided that meetings will occur when at least one representative per community is available to meet. It was noted that while regular attendance is limited to committee members, appropriate guests may be invited at the discretion of the Chair. Ken Zdunich asked that members refrain from using the reply all email function in order to reduce sharing of email addresses outside of the group.	Meeting agenda will be distributed prior to next meeting.
<b>8. Date of Next Meeting</b>		Date: Thursday, June 13, 2013 Time: 7:00 – 8:30 pm Location: Room 514, South Tower, FMC, Calgary	
<b>9. Meeting Adjournment</b>		Meeting adjourned at 9:00pm	