

## Agenda

### **Active & Safe Routes to School Steering Committee** Strategic Planning Session Part I

Date: Monday, January 24, 2023

1:00 – 3:00 pm

Teams Meeting

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**FACILITATOR:** Andrew Clark (Fanshawe) & Kristy Kastelic

**RECORDER:** Allison Miller

**ATTENDEES:** Sylvia Hazenberg, Erica Arnett, Sarah Petrie, Monica Sarmiento, Ashley Patterson, Sean Wraight, Chantha Sreng, Bourhan Hasbini, Melissa Waters, Diane Szoller, Alexis Kampman, Emma Fabri,

**REGRETS:**

#	Notes	Action to be Taken
1	Welcome & Introductions (Kristy)	Several new representatives at meeting
2	Review Agenda (Kristy)	No additions. Goal today is to set ourselves up for Strategic Planning March session. Covering 3 topics.
3	Review Minutes from November 2022 Meeting (Kristy)	Approved without changes
4	Overview of Partners & Roles (Kristy)	-
5	Review: Workplan 2018-23 (Andrew)	-
6	Discussion #1: Terms of Reference (Terms of Reference – activesaferoutes.ca)	-Allison to share notes of discussion with Andrew and Kristy. -Changes/updates to be made to ToR.
7	Discussion #2: What should be the priorities of the committee?	-Role of March 27th Strategic Planning meeting
8	Discussion #3: What are the projects the committee should be working on?	-Good discussion. -Examples provided of quick wins, short-term and long-term programs and projects to focus on. -March 27th, 1-4 p.m., location tbd. -Everyone to complete Strategic Planning registration and RSVP

		<p>forms when emailed.  Will help set up priorities for the session.  -Expect 30 participants and Andrew C to facilitate.  -Diane S to investigate Grosvenor Lodge,  Alexis K to investigate City rec centre as location, Sean W to investigate MTO room.  -All: forward invitation to others.</p>
9	Planning: STP Training Workshop	<p>-Andrew: MLHU school nurses STP workshop on May 22nd. Anyone interested in helping to organize or facilitate on day of, email Andrew. This will mean one meeting in advance of May 22nd MLHU session.  -Alexis, Diane and Sean to also look into meeting room for May 22nd MLHU STP training workshop.</p>
10	Roundtable Updates	<p>-Kristy: Reviewing website for final review. Will then share link again for any final updates.  -Chantha: she and Monica will be active MLHU members. And Rachel as resource committee member.</p>
11	Closing Remarks	

**Upcoming Steering Committee Meetings**

March 27	Strategic Planning	1:00 pm – 4:00 pm	Location T.B.D.
May 22	STP Training Workshop	1:00 pm – 4:00 pm	Location T.B.D.
June 19	Steering Committee	1:00 pm – 3:00 pm	M.S. Teams