



TEAM MEETING RECORD

1
DATE <u>JANUARY 9, 2008</u>
TIME <u>10:30AM</u>
LOCATION <u>CIVIC WORKS COMPLEX</u>

MEETING NAME HANDI-TRANSIT/MLPD MEETING

OBJECTIVE(S) ENSURE AFFORDABLE, SAFE AND ACCESSIBLE, SUSTAINABLE TRANSPORTATION THAT MEETS THE ONGOING NEEDS OF OUR COMMUNITY.

ATTENDEES			
<u>DON BUTLER - 725-2767</u>	P	<u>CHRIS BRANDON - 728-6517</u>	P
<u>MELISSA ENGBRECHT - 726-8255</u>	P	<u>DARRELL VAUGHN - 725-1507</u>	X
<u>TIJU LAPKO - 726-1214</u>	X	<u>RODNEY MCKNIGHT - 571-1242</u>	X
<u>THERESA MACHIBRODA - 727-1520</u>	X	<u>JOHN SADLER - 725-3375</u>	P
<u>TRACY YERSTEEGE - BDN COMMUNITY CONNECTIONS 571-5770 TVERSTEEGE.BDNCO@MTS.NET</u>	P	<u>SHIRLEY KAUK - 571-8468 RHA - MENTAL HEALTH SERVICES UNIT B13 800 ROSSER AVE R7B 2B5</u>	P
<u>WALTER GIBBONS - 727-7755</u>	P	<u>JUDY NOWITSKI, BDN COMMUNITY CONNECTIONS 571-5782 JNOWITS.BDNCO@MTS.NET</u>	P
<u>DALE HUGHSON - CAREER CONNECTIONS 728-9594 DHUGHSON@INETLINKWIRELESS.CA</u>	P	<u>SHARON GRINDEY / TERRI SILVIUS COR ENTERPRISES 728-2932 COR@MTS.NET</u>	P
<u>LINDA JUDD - LONG TERM CARE REP 571-7629 JUDDL@BRANDONRHA.MB.CA</u>	X	<u>SUSANNE ZEMLIAK - DINSDALE PCH 727-3636 SZEMLIAK@DINSDALEPCH.CA</u>	X
<u>SHARON MOORE - SMD 726-6160 SMOORE@SMD.MB.CA</u>	P	<u>LAURA LAYTON - CNIB LAURA.LAYTON@CNIB.CA 1-800-552-4893</u>	X
<u>CYNTHIA SISSON - CAMELOT GARDENS 725-0245</u>	X	<u>CARLA RICHARDSON - 729-2279 C.RICHARDSON@BRANDON.CA</u>	P

- P S=SCRIBE
- X P=PARTICIPANT
- X L=LEADER
- P A=PROCESS ADVISOR
- P T=TIMEKEEPER
- P X=ABSENT
- P I=INVITEE

TODAY'S AGENDA

ITEM SEQUENCE	AGENDA ITEM DESCRIPTION	PRESENTER	TIME GUIDELINE
1	PAST MEETING MINUTE ACTION ITEMS	CARLA	10 MIN
2	FINAL APPROVAL OF HANDI SERVICE POLICIES & PROCEDURES	ALL	15 MIN
3	REVIEW & APPROVE - HANDI RIDER'S GUIDE	ALL	10 MIN
4	REVIEW & APPROVE - HANDI BROCHURE	ALL	10 MIN
5	REVIEW & APPROVE - WALLET CARD FOR CLIENTS	ALL	10 MIN
6	LIEUTENANT GOVERNOR'S WINTER FESTIVAL UPDATE	WALTER	10 MIN
7	RIDES FOR WINTER FESTIVAL - DISCUSSION, PREBOOKED???	ALL	10 MIN
8	NEXT STEPS - ADVISING CITY COUNCIL, SETTING DATE FOR PUBLIC CONSULTATION	ALL	10 MIN
9	ITEMS FOR DISCUSSION - CONCERNS, SUGGESTIONS, ETC?	ALL	20 MIN





ITEM (PER ABOVE)	DECISIONS/ACTIONS/NOTES	ACTION ITEM OWNER	DUE DATE
DECISIONS			
1	DON & THERESA VOLUNTEERED TO MEET WITH WALMART & MICHAELS, SHARON TO SUPPORT - SHIRLEY AVAILABLE IF SHARON UNABLE TO GO.	DON THERESA SHARON SHIRLEY	
2	APPROVAL OF POLICIES & PROCEDURES AS RECOMMENDED IN SUMMARY DOCUMENT		
3	APPROVE RIDER'S GUIDE DRAFT WITH INCLUSION OF AFTER HOURS LINE INFORMATION		
5	APPROVE WALLET CARD		
7	ALL HANDI TRANSIT WINTER FESTIVAL RIDES MUST BE BOOKED AHEAD THROUGH THE DISPATCH OFFICE - DEADLINE FOR BOOKINGS - FRIDAY, JANUARY 25 TH	CARLA	
8	DATE SET FOR PUBLIC CONSULTATION - WEDNESDAY, FEBRUARY 27 TH , 7:00PM AT CITY HALL IN THE MAIN FOYER!!		
ACTIONS			
1	CHECK INTO PUTTING HANDI TRANSIT SIGNAGE UP INSIDE OF MAIN LOCATIONS - GET LIST TOGETHER & DON / MELISSA WILL MAKE SOME CALLS	DON MELISSA	
1	ALL COMMITTEE MEMBERS TO REVIEW DRAFT DOCUMENTATIONS FOR DISCUSSION & APPROVAL	ALL	
3	ADD A SECTION IN THE RIDER'S GUIDE RELATED TO AFTER HOURS LINE INFORMATION, LAST MINUTE BOOKINGS	CARLA	
4	MAKE RECOMMENDED CHANGES TO BROCHURE & RE-SEND OUT TO COMMITTEE MEMBERS - CAN WE LOOK AT ALTERNATE FONTS (E'S ARE DIFFERENT & NO DOTS ON THE I)	CARLA	
5	CONTACT PRINTING COMPANIES FOR QUOTES ON PROPOSED MATERIALS	CARLA	
9	LAP BELTS IN BUS 40 - IS THERE ANY??	CARLA	
INFORMATION			
1	SHARON REVIEWED A DRAFT OF THE LETTER PROPOSED FOR WALMART & MICHAELS, GROUP DECIDED THAT A COUPLE OF MEMBERS FROM THE COMMITTEE SHOULD MEET WITH THE TWO BUSINESSES.		
6	PAVILIONS ARE READY TO GO - ENGLISH PAVILION IS NOT ACCESSIBLE (HELPING HANDS/LOFT); CHEQUE PRESENTATION & PHOTO OPPORTUNITY WITH CKX WILL BE IN THE NEXT COUPLE OF DAYS;		
8	PACKAGE FOR CITY COUNCIL WILL BE PREPARED & DISTRIBUTED ONCE DRAFTS HAVE BEEN APPROVED BY COMMITTEE PUBLIC CONSULTATION - INCLUDE POWER POINT PRESENTATION, COPIES OF PROPOSED DOCUMENTS - ALL MEMBERS OF THE COMMITTEE SHOULD BE IN ATTENDANCE, REPRESENTATIVES FROM THE DIFFERENT AGENCIES, GROUPS SHOULD BE DESIGNATED TO FIELD QUESTIONS, ETC. WITH INVITES SEND OUT REFERENCE THAT THE PROPOSED DOCUMENTS ARE AVAILABLE FOR VIEWING ON WEB PAGE, CAN REQUEST A PRINTED COPY - PEOPLE ARE BETTER PREPARED. INCLUDE INFORMATION IF THEY WANT TO SPEAK OR PRESENT SOMETHING - SO WE CAN FINALIZE TIMELINES INVITES - ALL HANDI COMMITTEE MEMBERS, AGENCY REPRESENTATIVES, ATU REPRESENTATION, CITY COUNCIL, HANDI CLIENTS, MEDIA INVITES - ALL VENUES INCLUDING A DIRECT MAIL.		

THINGS TO ADD TO NEXT MEETING'S AGENDA

NEXT MEETING TAKES PLACE..

DATE	FEBRUARY 13, 2008	START TIME	10:30AM	END TIME	12:30PM	LOCATION	CIVIC WORKS COMPLEX
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