

Phase 4 Management Team Meeting
MINUTES

Thursday, December 16, 2021
4:00 pm via Zoom

Attendees: A. Anthony, S. Atkinson, S. Badcock, J. Bishop, H. Coombs, T. Doyle, N. Duggan, G. Duguay, J. Farrell, E. Fowler, E. Fradsham, J. Hearn, T. Hierlihy, B. Kerr, T. Lambert, K. Lane, B. Metcalfe, F. Paulin, C. Peddle, L. Russell, M. Simms, K. Zipperlen

Regrets: A. Haynes, S. Reid, D. Stokes

Topic	Detail	Action Items and person responsible
1 Introduction and Welcome - N. Duggan	A welcome was extended to all attendees.	
2 Agenda review		
2.1 Review for Conflict of Interest – N. Duggan	No conflicts of interest were brought forward.	
2.2 Confirmation of Agenda for December 16, 2021 – N. Duggan	Although the meeting proceeded, quorum was not established. The draft agenda and minutes for this meeting will be voted on at the next meeting.	Motioned: Seconded:
3 Approval of prior minutes		
October 21, 2021 and November 18, 2021 – N. Duggan	Both sets of minutes were approved by email response from P4M members.	
4 Presentations		
4.1 Accreditation Update Information - T. Hearn/B. Kerr	Screen shared and provided enhanced details on accreditation slides which are filed under supporting documents for this meeting. Request to meeting attendees/P4M to have conversations and come up with a list of short term and long term solutions to address the expected accreditation outcomes for elements 9.7 and 9.8 that were highlighted by Dr. Susan Andrew during the Mock Accreditation. Discussion ensued/solution suggestions were brought forward by committee members	Action: A. Anthony to provide B. Kerr with a list of suggestions coming from this meeting.
5 Next Meeting	January 20, 2022	
6 Adjournment	5:32 pm	



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