



Exhibit 6-1

Area Network Steering Committee MEETING AGENDA

Meeting Objective(s):

- 1.
- 2.
- 3.

Date: Time: Location: Logistics: Bring (Materials): Preparation Required:	Meeting Roles 1. _____ (Leader) 2. _____ (Facilitator) 3. _____ (Recorder)
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Agenda Item	Time	Person(s) Responsible
Standing Items <ul style="list-style-type: none">• Ministry and CAWG updates• TCAN subcommittee updates		



Exhibit 6-1A

**Area Network
MEETING AGENDA**

Meeting Objective(s):

- 1.
- 2.
- 3.

Date: Time: Location: Logistics: Bring (Materials): Preparation Required:	Meeting Roles 1. _____ (Leader) 2. _____ (Facilitator) 3. _____ (Recorder)	
Agenda Item	Time	Person(s) Responsible
Standing Items <ul style="list-style-type: none">• Ministry and CAWG updates• TCAN steering and subcommittee updates		



Exhibit 6-2

Area Network Steering Committee MEETING MINUTES

Meeting Objective(s):

- 1.
- 2.
- 3.

Date:		Leader:	
Time: from _____ to _____		Facilitator:	
Location:		Recorder:	
Members Present:		Members Absent:	
1.	6.	11.	1.
2.	7.	12.	2.
3.	8.	13.	3.
4.	9.	14.	4.
5.	10.	15.	5.
Agenda Items	Comments/Conclusions/ Actions (if any)	Person(s) Responsible	By When



Exhibit 6-3

Area Network Steering Committee MEETING EVALUATION

[Date]

The day's events have been organized to meet the following objectives:

[Insert from agenda]

...
...
...
...
...

I am a representative of a:

- ☐ Public Health Department
☐ Non-Government Organization or Provincial Support Program (e.g., a TPA)
☐ Other

We would appreciate your feedback for use in planning future meetings. Where appropriate, please respond to the following questions using the 5-point scale provided (Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree; NA=Not Applicable)

1. The objectives of the meeting were clearly stated

Strongly Agree

1

2

3

4

Strongly Disagree

5

2. The objectives of the meeting were met

Strongly Agree

1

2

3

4

Strongly Disagree

5

3. TCAN Sub-Committee updates were clearly communicated

Strongly Agree

1

2

3

4

Strongly Disagree

5

NA

4. Ministry updates and relevant CAWG issues were clearly communicated

Strongly Agree

1

2

3

4

Strongly Disagree

5

NA

5. The knowledge of meeting participants was utilized
- Strongly Agree* 1 2 3 4 *Strongly Disagree* 5
6. The majority of people actively participated in the discussions around the table
- Strongly Agree* 1 2 3 4 *Strongly Disagree* 5
7. There was enough time provided for questions and answers
- Strongly Agree* 1 2 3 4 *Strongly Disagree* 5
8. Decision-making was done by consensus
- Strongly Agree* 1 2 3 4 *Strongly Disagree* 5
9. The meeting provided sufficient networking opportunities
- Strongly Agree* 1 2 3 4 *Strongly Disagree* 5
10. The meeting provided one or more opportunities to learn new skills or knowledge applicable to your work
- Strongly Agree* 1 2 3 4 *Strongly Disagree* 5
- NA
11. The meeting was conveniently situated
- Strongly Agree* 1 2 3 4 *Strongly Disagree* 5
- NA
12. Please provide any constructive feedback you have on what could be done to improve future meeting.



Exhibit 6-3A

Area Network MEETING EVALUATION

[Date]

The day's events have been organized to meet the following objectives

[Insert from agenda]

...
...
...
...
...

I am a representative of a:

- ☐ Public Health Department
☐ Non-Government Organization or Provincial Support Program (e.g., a TPA)
☐ Other

We would appreciate your feedback for use in planning future meetings. Where appropriate, please respond to the following questions using the 5-point scale provided (Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree; NA=Not Applicable)

1. The objectives of the meeting were clearly stated

Strongly Agree

1

2

3

4

Strongly Disagree

5

2. The objectives of the meeting were met

Strongly Agree

1

2

3

4

Strongly Disagree

5

3. TCAN Steering and Sub-Committee updates were clearly communicated

Strongly Agree

1

2

3

4

Strongly Disagree

5

NA

4. Ministry updates and relevant CAWG issues were clearly communicated
- Strongly Agree* 1 2 3 4 *Strongly Disagree* 5
- NA
5. The knowledge of meeting participants was utilized
- Strongly Agree* 1 2 3 4 *Strongly Disagree* 5
6. There was enough time provided for questions and answers
- Strongly Agree* 1 2 3 4 *Strongly Disagree* 5
7. The meeting provided sufficient networking opportunities
- Strongly Agree* 1 2 3 4 *Strongly Disagree* 5
8. The meeting provided one or more opportunities to learn new skills or knowledge applicable to your work
- Strongly Agree* 1 2 3 4 *Strongly Disagree* 5
- NA
9. The meeting was conveniently situated
- Strongly Agree* 1 2 3 4 *Strongly Disagree* 5
- NA
10. Please provide any constructive feedback you have on what could be done to improve future meeting.