

# Minutes



## Health Task Group, Meeting #12

Date: Friday, February 13, 2015  
Time: 9:00 am – 11:00 am  
Place: Teleconference

### Objectives:

- The task group will review version 4 of the final report and provide any comments. We are seeking acceptance of the final report. The final report will then be submitted to the OMT.
- Discuss the presentation to the OMT. Discuss process for OMT reviewing final reports, assembling the Good Practice Guide, and task group review.

### In attendance:

Name	Stakeholder group
Brendan Schiewe	Alberta Health
Opel Vuzi	Health Canada
Robyn Jacobsen	CASA
Amanda Stuparyk	CASA
Warren Greeves	CASA

Quorum was not achieved.

### Action Items:

Action Items	Who	Due
Action 12.1: Amanda to send email to Task Group requesting the submission of comments on the version 4 of final report and acceptance of meeting minutes.	Amanda	ASAP
Action 12.2: Task group send any comments to CASA on final report by end day Wednesday February 18, 2015.	ALL	February 18 <sup>th</sup>

## 1. Status of Action Items from Meeting #10/11

There were no comments on the previous meeting minutes by the members on the call. CASA will request any comments by rest of group be sent or minutes will be considered final.

Action Items	Who	Due
7.4: Brendan will ask the legal department to look at the tool's disclaimer to check for liability issues.	Brendan	Not necessary as the entire GPG will be reviewed for legal issues as part of their regular review process.
10.1: Brendan will provide references for section 2.1 and 2.2 of the odour and health backgrounder.	Brendan	Complete.

10.2: Celeste will distribute version 17 of the odour and health backgrounder to the task group.	Celeste	Complete.
10.3: The task group will review version 17 of the odour and health backgrounder to ensure all wording has been updated to reflect discussion/assumptions from meeting #10.	All	Complete.
10.4: Brendan will update the title of the tool to “Symptom and Odour Tracking Tool”.	Brendan	Complete.
10.5: Brendan will send Celeste the files that a graphic designer would need in order to edit the Symptom and Odour Tracking Tool.	Brendan	Complete.
10.6: Celeste will update the final report (version 3) and send to the task group for review.	Celeste	Complete. Action 11.2 below.
11.1: CASA will update Backgrounder with comments from teleconference and send out to group for final review and acceptance by January 30 <sup>th</sup> .	Michelle	Complete. See below.
11.2: CASA will update the final report (version 3 to 4) and send to the task group for review by February 6 <sup>th</sup> .	Amanda	Complete.

Additional Notes:

11.1: The group received an updated version of the Backgrounder document on Friday January 30<sup>th</sup>. There were no comments submitted and the group accepted the version 19 as the final Backgrounder.

## 2. Final Report Review

Quorum was not achieved at this meeting so CASA will pursue electronic acceptance of the task groups’ final report. The group was seeking to review and finalize the latest version (4) of the Final Report for the OMT. Numerous revisions from Meeting #10 (November 21, 2014) were incorporated into the version. The group had one week to review and discuss at this meeting.

## 3. OMT Presentation/Process

CASA will develop a final presentation for the OMT at their next meeting being held on March 18, 2015 in Calgary. The task group members were asked to volunteer to present their final information. Brendan has agreed to present to the OMT. CASA will ask all other members not on the call if they would like to co-present with Brendan.

## 4. Next Steps

CASA will request electronic submission of comments and revise final report based on submissions for the next to final version of the task group report.

**Action 12.1: Amanda to send email to Task Group requesting the submission of comments on the version 4 of final report.**

**Action 12.2: Task group submit comments to CASA on final report by end day Wednesday February 18, 2015.**

The meeting adjourned at **9:30 am**.