In attendance: Elgin Bunston, Robin Canham, May Chan, Alison Hopkins, Cassandra Mireau, Ryan Monks, Tony Murphy, Barbara Nelke,

PLLO Support: Brenda Dougherty, Regan Gunningham

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>DISCUSSION</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductions/Agenda</td>
<td>Barbara Nelke requested moving the selection of a standing meeting date to the top of the agenda because she must leave the meeting early.</td>
<td></td>
</tr>
<tr>
<td>Standing Meeting Date</td>
<td>The committee decided to meet the first Thursday of each month at 9:00am for 90 minutes.</td>
<td>Regan: 1. Book a room at PLLO and a teleconference line for future meetings. 2. A meeting request for each of these dates will be sent to committee members prior to the next meeting.</td>
</tr>
<tr>
<td>Committee Name</td>
<td>There was a discussion about whether the group should move away from having “MDLP” in the committee name. Removing “MDLP” may lessen confusion for future committee members and new partners. In the past, all the committee and working group titles have sounded very similar. Other committee members felt it was important to retain MDLP in name because this committee does report to the MDLP partners. The group could not decide between leaving the name <em>MDLP Committee</em> or renaming it the <em>MDLP Planning and Development Committee</em>. • Those in favour of the MDLP Planning and Development Committee name believe that it describes the work of the group and it signals that this is a different committee from the previous.</td>
<td></td>
</tr>
</tbody>
</table>
The group will make a decision at the July 5th meeting after a voting mechanism is determined.

### Terms of Reference

Several revisions to the terms of reference document were made.

There was a lot of discussion around the decision making mechanisms and quorum. Alison will redraft this section and share it with the committee members prior to the meeting.

- Alison: redraft the decision making section and present that to the partners prior to the next meeting.

### Next Steps

The short, medium and long term deliverables were very briefly discussed but any work plan discussion was deferred to the July meeting.

### Select a committee Chair

The committee decided that the position of Chair should be a one year term and that the committee should also appoint a Vice-Chair.

- Robin agreed to Chair the committee.
- Cassandra is the Vice-Chair.
  - Cassandra and Tony put their names forward as Vice-Chair. Tony deferred to Cassandra.

### Adjourn

The meeting adjourned at 10:08am.

The next meeting is July 5th at 9:00am.