



**Triple P Implementation Working Group
Agenda May 18, 2011
9:00 to 11:30 p.m.
Leeds, Grenville and Lanark District Health Unit, Brockville Office**

- 1. Welcome**
- 2. Approval of Agenda**
- 3. Approval of the Meeting Notes of April 20, 2011**
- 4. Action items arising from previous meeting notes:**
 1. Michelle to ask TPI if the 2010 Provider Training Course Manual could be posted on their website
 2. Michelle to ask TPI about equitable costs for training.
 3. Robyn will work with Michelle to draft a letter to Debbie Easton regarding equitable costs.
 4. Robyn to draft guidelines for using the transportation funding.
 5. Michelle will develop a PowerPoint presentation regarding school council meetings.
 6. Michelle will develop a PowerPoint presentation regarding Triple P and forward to Keith and Marg to review before presenting to the lead table.
 7. Michelle will research the guidelines around purchasing non-consumable resources with grant money for schools and libraries.
 8. Darleen will append the participant lists from both training days, as well as the evaluation results to the minutes of April 20th.
 9. Denise will report back regarding our micro site.
 - To be addressed under Item 6.2 of this agenda
 10. Denise will draft a document regarding in-kind contributions and forward to the committee
 - To be addressed under Item 6.1 of this agenda.
 11. Marg will follow-up on the Triple P order form with Keith.
 12. Marg will attempt to find someone to staff the Triple P display at the literacy conference.
 13. Darleen will revise the Partnership Agreement form
 - To be addressed under Item 10 of this agenda
 14. Darleen will revise the In Kind Contribution form
 - To be addressed under Item 11 of this agenda
 15. Robyn will look into how best to share the completed Grant Proposal
 16. Esther volunteered to revise the current triage form and bring the revision to the next meeting.
- 5. Business resulting from previous meeting**
 - 5.1 Lanark Requests for Training & Resources – Michelle
 - 5.2 Current Budget – Michelle
- 6. Update - Triple P Media Provincial Committee – Denise Kall**
 - 6.1 Draft document – Provincial In Kind Contributions
 - 6.2 Micro Site
- 7. Triple P Order Form – Michelle**
- 8. Report - Literacy Conference May 14th - Michelle**
- 9. School Council Meetings – Michelle**
- 10. Partnership Agreement – Michelle**
- 11. In-Kind Contributions – Annual or Quarterly Calculations - Michelle**

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Leeds and Grenville

12. **Caller Triage Form – Esther**
13. **Triple P Activity Reporting (attachment) - Peter**
14. **Next Meeting: June 15, 2011, 9:00 to 11:30 in the Brockville Room, ground floor of the Brockville Health Unit.**