



Workforce Development Board
159 King Street, Suite 208
Peterborough, ON

AGING WORKFORCE STORIES CLUSTER MEETING MINUTES

Tuesday January 12, 2010, 11:00 - 1:00 PM
Trent University – Stewart House

Present: Suzanne Bailey, Todd Barr, Fergal O'Hagan, Jenn Harrington, Alan Law, Jim Struthers, Evan Bates.

Meeting Objective: To develop the implementation plan for the Stories Project

Meeting Outcomes- Action Items:

- *Ethics proposal will be submitted by January deadline – Alan*
- *Job Description will be created to include the role of coordinator and analyst with the aim of hiring someone by the beginning of February- Jenn*
- *Jenn will refine volunteer job descriptions. Each team member is to think of a possible candidate.*

Meeting Agenda:

1. *Review New Horizons Funding*
2. *Discuss Ethics Proposal*
3. *Discuss project implementation*

1. New Horizons Funding (NHF)

- Funding for \$25,000, the amount we applied for, has been received.
- Official project timeline is January 1st, 2010 to December 31st, 2011
- The final report to funders is due by end of February, 2011
- We no longer need to pursue the Frost Centre Competition for additional funding

2. Ethics Proposal

- An ethics proposal was submitted by the December deadline, however there were many issues that needed to be resolved, so it was put on hold until funding confirmed.
- Students will no longer be involved in the interview process, but hopefully some will take up the TCCBE course for the lit review. As well, students can be involved in the interpretation and implementation stages of the project.
- Senior interviewers do not need to be named in ethics
- Normal protocols will be followed with regards to data access and sharing at this point in the project. For next stages, more work will be put into developing a process more in line with community-university partnerships.
 - Fergal suggested checking out the protocols used for CURAs
- Interviews will take place at TCCBE, if needed another location can be found to speed up the process.
- Time between interviews needs to be scheduled to keep interviewees anonymous
- Suggestion of giving interviewees a list of support services (I.e. mental health).

3. Project Implementation/Timeline

February - Project Coordinator Hired

- Would like someone to coordinate interviews and conduct analysis (familiar with N-Vivo 9 and SPSS)
- Alan to look at time required for analysis and provide info to Jenn to include in Job Description
- Will be hired through Alan's Lab and possibly located at TCCBE.

February - Recruitment of Volunteers

- When recruiting seniors, we will give the option of volunteering as an interviewer or as a participant in analysis stage
- Ideal number of volunteer interviewers is 4 – each will be assigned a sector (15 interviews)
- Qualifications include social research experience
- We are each to think of a name - Jenn to refine volunteer job description and send to group to be forwarded to possible candidates.

February – Sample Selection

- Ads will be placed in local newspapers
- Poster/flyer to be developed to recruit through unions, associations, etc.
- If we have excess volunteers we can hold focus groups.

April & May – Interviews

April to August - Transcription & Analysis

- Will occur through Alan's Lab on a contract basis to the project
- Analyst will complete a simple content analysis and produce draft for each faculty. Once complete, faculty will pass on analysis reports to WDB.
- Alan and Kim Bates to chat regarding how the projects link

September – Focus group with seniors to interpret results

September to November - Write Up

- WDB will complete the final report consisting of an executive summary, consolidated lit review and summarized faculty reports. Could also include design for phase two (to target a SSHRC submission)

November - Action planning (Stage 3 of overall aging workforce project)

- This event will be a multi-stakeholder meeting to brainstorm and set priorities based on results of all the research.
- Faculty to think about if/how they may like to be involved in this process.

February – Final report due to funders

4. Other

- At some point further into this year the group needs to start designing phase two of the project to target a fall SSHRC Submission.

Meeting Adjourned: 1:00 PM