



Parent Advisory Board | MINUTES

December 13, 2018 | 6:30 pm – 8 pm | 23530 Kingsland Blvd. Ste 100, Katy, Texas 77494

Meeting called by Ahmed M. Monib
 Type of meeting Parent Advisory Board meeting
 Facilitator Ahmed M. Monib
 Note taker Valerie Anderson

Attendees
 Valerie Anderson Ahmed Monib
 Jessica Barrera Yasmine Monib
 Cori Harbuck Peatria Spells
 Nzinga Harper Brian Tuccillo
 Sarah Leifeste

AGENDA TOPICS

Time allotted | 20 min | Introductions | Presenter All

Since this was the first meeting of the Parent Advisory Board (PAB), members took a few minutes to introduce themselves and discuss their expectations as to the purpose of the PAB.

The board defined its objectives to include:

1. Find ways to make Springtime Pediatrics better
2. Suggest innovative ideas
3. Function as a voice and representation of the community
4. Give the practice a community feel
5. Include Parents as partners
6. Market Springtime pediatrics
7. Help Springtime solve challenging problems
8. Be a part of Springtime’s strategic planning

Action items

Person responsible Deadline

Action items	Person responsible	Deadline
Make T-Shirts for the board members	Valerie Anderson	February 15, 2019

Time allotted | 30 min | *What do you like about Springtime?* | Presenter All

Everyone wrote down on stickies things they liked about Springtime Pediatrics and then we discussed them as a group.

Items included:

1. Friendly staff
2. Love the play area
3. Online Portal
4. Providers are nice and caring
5. Easy to get an appointment
6. Love the extended hours
7. Clean office
8. Monthly classes on different topics
9. After hour provider service
10. Coffee and Espresso
11. Easy to schedule appt.
12. Doctor comes to hospital to see babies
13. Active facebook

Action items

Person responsible Deadline

No actions

Time allotted | 30 min | *Springtime would be better if...* | Presenter All

Next the team discussed things that Springtime could do better. Also discussed new features, services, innovations, etc.

Improvement suggestions included:

1. Bigger waiting room
2. Breast feeding area
3. More toys for older kids
4. More books for older kids
5. Communicate wait times
6. Schedule 3 or more kids at the same time
7. Have specialists on hand for different issues (perhaps on certain days of the week)
8. A Nurse hotline during normal hours
9. Eliminate wait time on flu shot only visits
10. Blood work done in the office
11. Organize play dates for parents
12. Hold more parties/community events
13. Better communication when flu shots are available

Some of these suggestions will take longer to implement than others and it was discussed that it would help the board to make meaningful suggestions if they understood the strategic direction of Springtime.

Action items	Person responsible	Deadline
Categorize improvement items into near-term and long-term	Ahmed Monib	January 31, 2019
Develop Strategic Plan and Presentation	Ahmed Monib	March 1, 2019
Set date for next Board Meeting.	Ahmed Monib	January 15, 2019

Time allotted | 10 min | Meeting Plus/Delta | Presenter All

Meeting concluded with an evaluation of how well the first meeting went in meeting its expectations. It was decided that holding the meeting at the office was more conducive to good discussions since restaurants could be loud. It was also emphasized that the outcome of board meetings should be communicated to all Springtime parents.