

PARTNERS IN PLANNING FOR HEALTH LIVING
Monday, December 18, 2006 9:30 – 12:00
Executive Boardroom, 4th Floor CCMB

Members:

Linda Venus, Chair
Dexter Harvey
Tannis Erikson (away)
Debbie Brown (away)

Mark McDonald
Jane Griffith
Doreen Fey
Madeline Kells

Minutes:

1. Agenda approved
 - 1.1. Linda added that the PPHL engagement document still needs revision. She presented on the changes. The committee concurred and authorized her to send out the document on PPHL letterhead.
2. Nov. 30th Minutes reviewed
3. Business arising
 - 3.1. Letter of Intent was submitted successfully
 - 3.2. Linda's letter to Barb Kaminsky to be cc'd to Jeff Lozon (St. Michael's in TO) and Simon Sutcliff (BC Cancer Agency).
 - 3.3. Mark to call Barb Riley ref. research involvement/ replacement for Pat Martens, how we might involve Roy Cameron in PPHL.
 - o Linda to write to John O'Neil about his possible involvement.
 - o Kue Young was mentioned as a stronger candidate.
 - 3.4. Mark to call Barbara Kaminsky about 650K funding announcement – can we access?
4. Correspondence:
 - 4.1. Central, the Interlake, and Parklands have sent letters requesting partnership with us. Linda's replied to Central and Interlake indicating a more formal process and instructions for accessing the H & S Grant money is coming. Linda will write Parklands.
 - 4.2. Linda to write letters to current partners/potential partners about the status of PPHL and the formal process, information about H & S grants, and engagement document.
 - 4.3. All present agreed that the PPHL 'apple logo' should be used on all relevant correspondence.
 - 4.4. All present agreed that Linda can respond on behalf of PPHL without the group's approval.
5. Update on Engagement:
 - 5.1. Discussion about the Joint Consortium for School Health - Jane will initiate contact with Minister of Education/Department of Education – Heather Willoughby /Jan Schmellenberg. Linda's 'status of the PPHL' letter to go to this group as well.

- 5.2. Linda contacted Annette Wilborn of In Motion and will meet with her this week.
- 5.3. Linda to write back to Marie Demueles to follow-up with her about her colleagues' response to PPHL.
6. Report on Training & Surveillance Community Initiatives:
 - 6.1. See page 3
 - 6.2. Doreen to copy Jane on positive letter from school in Interlake region.
7. Financial Requirements:
 - 7.1. Funding for surveillance in regions is an issue
 - 7.1.1. Discussion about Thomas-Sill Foundation ref. matching funds for work – Madeline to confirm contact information (Hugh Hartley)
 - 7.1.2. Other opportunities – Winnipeg Foundation, Blue Cross – Madeline to check websites for info about applying for grants/ contact information.
 - 7.1.3. Presentation to these potential resources should be considered (possibly connected to May 11th Annual Conference.
 - 7.2. Management and Support - discussion about the program manager position for the PPHL.
 - 7.2.1.1. Linda is the interim contact
 - 7.2.1.2. Relevant skills/duties: training, meeting/event coordination, correspondence, proposal writing, need to understand the PPHL process.
 - 7.2.1.3. May need to hire/coach someone into the position
 - 7.2.1.4. We can't approach the Alliance for assistance/funding support until we know what is required.
 - 7.2.1.5. This item will be deferred until the Alliance bylaws have been approved, then Linda will write the Alliance on behalf of the PPHL
 - 7.3. Should May 11th become the "annual meeting"? - deferred.
8. Planning for a strategic plan
 - 8.1. Jane and Dexter to come up with a cost to implement a province-wide "first-run" surveillance system.
9. Next meeting is January 22/07. Madeline to forward list of upcoming meeting dates.



- Regional Survey Update -

Region	Contact	Contract Signed - Y/N?	Current Status on Partnership Activities
Assiniboine	Pam Walker	N	Community training workshop scheduled for Jan 13, Jan 20 is alternate date. They want to do one school survey before Christmas.
Brandon	Bev Cumming	N	Ready to start surveillance; want to do adult survey in work settings.
Burntwood	Lynn Watikins	N	Community training - will be 2 days in either January or February
Central	Cheryl Pearson	N	Interested in surveillance
Churchill		N	
Interlake	Doreen Fey	N	Preparing for adult survey in work settings.
North Eastman	Debbie Viel	N	Implementing school surveys. Need workshop to help them process survey data
Nor-Man	Cathy Hynes (no longer the contact)	N	Surveillance In budget – want to get started
Parklands	Maggie Campbell	N	Need workshop to help them process survey data
South Eastman	Lynn Prevost	N	
Winnipeg	Sande Harlos	N	Ready to proceed with surveillance in Pt. Douglas and Seven Oaks, but they need guidance.