

PARTNERS IN PLANNING FOR HEALTH LIVING
Monday, January 22, 2007 9:30 – 12:00
Brandon Room, 4th Floor CCMB

Members:

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

Mark McDonald (absent)
Jane Griffith
Doreen Fey
Madeline Kells

Minutes:

- 1) Approval and revision of the agenda
 - 1.1 Added item number 13 – National Collaborating Centre for Methods and Tools
- 2) Minutes of December 18th meeting.
 - 2.1 Approved, but Qu (Young) – spelt ‘Kue’.
- 3) Business arising
 - 3.1 Engagement document – Madeline to send copy of LOU to PPHL group w/copy of the letter that was sent. (sent 1/22 by email) Linda will send documentation to Dept. of Education contacts.
 - 3.2 - Barb Riley LOI – Barb is not coming to Winnipeg. She will find a MB researcher depending on outcome of LOI (results expected 1st week of Feb)
- 4) Correspondence
 - 4.1 LOU from Parklands & NOR-MAN received (NOTE – Central LOU received 1/22 just following PPHL meeting).
 - 4.2 Conference call process w/new members – Table agrees that a minimum of two PPHL members shall attend conference calls with new members. Linda will check for acceptance w/Debbie Brown & Mark McDonald.
 - 4.3 We need to understand what we want to cover during initial conference calls with new members. Madeline to organize list of key points.
 - 4.4 Linda followed up with Marie DesMeules – Jan 3 – no response yet .
- 5) Meetings
 - 5.1 CHA & CDPI – meeting on Jan 30, 1-2 PM - Linda invited other members to attend meeting. Doreen & Mark may attend.
- 6) Partnership Activity Update – see Regional Update

7) Draft Budget/Business Case for province-wide surveillance

7.1 Reviewed budget - Linda suggests 'upping' budget to an even 500K /yr.

7.2 As part of the budgeting/business case process, we need to delineate what PPHL brings to the table (in terms of the monetary value of our analytical skills, workshops, people etc) Also, what the Regions bring to the table. These 'assumptions' to be outlined by Jane, Tannis & Dexter.

7.3 Need to identify major headings for a business case /marketing tool (similar to the Alliance document). Lorna Mayer may be able to help with this.

7.4 Opportunities for data collection funding – Thomas Sill, ~~Blue Cross~~, Winnipeg Foundation, etc – action deferred until we have a better understanding of the budget/business case.

8) Expert review of methodology - update Jane

8.1 Bob Tate and Mary Cheung of the Bio-Statistical Consulting Unit, Department of Community Health Sciences are reviewing and documenting the methodology for the Community Survey. The methodology is similar to that used for the Heart Health Survey. The University of Waterloo reviewed the methodology for the School Survey.

9) Heart & Stroke Grants

9.1 Linda to call Debbie Brown ref. status

10) Community Campus – Partnership for Health conference

10.1 Jane will forward the conference info. to regions.

11) CDPI - Training – draft program – distributed.

12) Partners Annual Meeting

12.1 Need to determine purpose for this conference. Who to invite (both members and non-members) etc. Linda will come up with a list of possible event options for the day.

12.2 Madeline to contact Cheryl Clague ref. possibility of getting Sport Manitoba donated for our use for the conference day Friday, May 11.

13) National Collaborating Centre for Methods and Tools

13.1 Their objectives are in line with ours - we may gain additional credibility by partnering with this organization.

13.2 Dexter to pursue partnership with them - will contact co-directors Donna & Helen Thomas.

14) Sustaining PPHL – Linda announced that the Epidemiology unit is providing an additional 30K from Foundation funds to allow PPHL to hire a coordinator. Linda will draft a job description.