

PARTNERS IN PLANNING FOR HEALTH LIVING
Monday, February 26, 2007 9:30 – 12:00
Brandon Room, 4th Floor CCMB

Members:

Linda Venus, Chair
Donna Turner
Dexter Harvey
Tannis Erikson
Debbie Brown

Mark McDonald (away)
Jane Griffith
Doreen Fey (away)
Madeline Kells

Minutes:

- 1) Approval and revision of the agenda:
 - a. Partners agreed to move item ref. 'New Business, interim chair' to first action item.
 - b. Debbie Brown was nominated and accepted the role of interim chair.
- 2) Minutes of January 22/07 meeting were accepted without change.
- 3) Business arising:
 - a. LOI - was not successful. Dexter /Barb Riley to follow-up once the official comments are received, but initial finding is that the document needed more of a medical orientation.
 - b. National Collaborating Centre for Methods and Tools – no change to this item, they are still working on a business plan. Dexter will keep on top of this.
 - c. Meeting with MB Health – Doreen and Loraine Dacombe Dewar will go to the April 11th, 9-10:30 meeting.
 - d. PHAC – Linda sent correspondence on behalf of Partner's - no response at this time.
 - e. Letter to Dept. of Education ADM's - Anne Longston & Jean-Vianney Auclair – Linda sent letters. There has been no response from them or any of the ADM's that were sent letters in December/January. The Partners will need to follow-up!
 - f. Draft Budget – Province-wide surveillance – item outstanding, Dexter & Jane are working on it.
 - g. Expert Review of Methodology – Jane & Tannis are working to resolve some issues involving duplication of calls to residents of medium sized (Gimli-sized) communities so that the data gathered is not compromised.
 - h. Heart & Stroke Grants – Debbie provided a draft document outlining the grant information, selection criteria, and process for eligibility. Comments were:
 - i. Have new members list their in-kind contributions as part of the grant application process.
 - ii. Surveillance projects must be approved by Partners before a grant application will be considered.
 - iii. Grants amounts could be \$1 per survey completed up to \$5,000 OR the Partners could match the in-kind amount that a new member brings to the table
 - iv. Tannis will forward Debbie a sample of a grant application form
 - v. Debbie to re-draft the document and send to the Partners
- 4) Partnership Activity Update - See attached Regional Survey Update
 - a. Members – Parklands, NOR-MAN, Assiniboine, Central, Brandon, & Interlake
 - b. Conference calls to be scheduled for Brandon & Assiniboine. Madeline to work w/RHA's & Partners to set up the calls.
 - c. Donna & Jane to contact Judy Coleman of North Eastman ref. joining the Partners.

5) New Business

- a. Preparation for meeting with Minister of Healthy Living: Dexter, Jane, Tannis, Donna, Mark, and Debbie will attend. Mark will lead discussion. Jane and Dexter drafted an outline of topics for discussion:
 - i. who we are : founding members & new members
 - ii. what we stand for : key words - humble, respectful and reciprocal.
 - iii. learning/ capacity building
 - iv. unique context: KEN, community level data
 - v. what we offer: training, surveillance tools, analysis & report writing, practice based evidence, grants
 - vi. community of practice
 - vii. connection to CHA
 - viii. extent of surveillance – take copy of Interlake report.
- b. Jane will re-draft and send to group for amendments prior to meeting w/Minister. The intent of the meeting is to have the Minister become an advocate for the Partners at a ministerial level, to lend her credibility
- c. Governance: Group reviewed document drafted by Linda.
 - i. Dexter commented that the Partners need not become incorporated provided they do not need to handle money (ie. membership fees) – but we need bylaws or terms of reference to guide the decision-making process etc. – especially as the Partners' numbers increase.
 - ii. Two tables would be required – one for general membership/sharing of info. and growth of the Partners. The other to further the Partners strategic objectives etc.
 - iii. It is agreed that the bylaws should be presented during the may 11th annual meeting for acceptance. Committee of Dexter, Tannis, Debbie, and Madeline to work on drafting the bylaws.
- d. Annual Meeting: Group reviewed draft provided by Linda Venus
 - i. Invitees changed to include existing Partners, and to limit participant number to 3 per RHA/NGO.
 - ii. Agreed that we will go with Bread & Circuses for the AGM.
 - iii. decision made not to charge participants CCS will provide the cost for food for the event – aprox \$1,000.00 – remaining Partners will need to provide for costs associated with speakers, incidentals, & facilitator (Lorna Mayer - confirmed).
 - iv. Madeline to investigate possibility of getting room for free.
 - v. Minister of Healthy Living could be invited to bring greetings
 - vi. Event outline discussed – concern raised that Governance (Bylaws) & Strategic Planning discussions should be held in the morning instead of 'Story Telling'. Also some debate about the length/depth of these discussions relative to new Partner interest. The meeting needs to be constructive and also an opportunity for new members to have the opportunity to gel and share their experiences with each other.
 - vii. Set up PPHL meeting prior to next regular monthly meeting for group to work on May 11th meeting.
- e. Partners Facilitator – job description – item deferred

6) Meeting adjourned. Next monthly meeting is March 26th, 9:30-12 in the Brandon Room.



- Regional Survey Update -

Region	Contact	LOU Y/N?	Confer- ence?	Current Status on Partnership Activities
Assiniboine	Pam Walker & Deb Clevett	Y	N	12/18 - Community training workshop scheduled for Jan 13, Jan 20 is alternate date. They want to do one school survey before Christmas. 1/22 – Workshop was completed on Jan 20. Have started survey & data collection. Goal is all schools grades 6-12. 2/26 – LOU received, Madeline to set up conference call
Brandon	Bev Cumming	Y	N	12/ 18 - Ready to start surveillance; want to do adult survey in work settings. 1/22 - Dexter contacted April Pierce, they have developed own survey, printed it, and are ready to start data collection. Jane will contact Bev Cumming to see if any input is required. 2/26 – LOU received, Madeline to set up conference call
Burntwood	Lynn Watikins & Marie O'Neil & Gloria King	N	N	12/ 18 -Community training - will be 2 days in either January or February 1/22 – Dexter confirmed workshops are scheduled for 12 & 13 of Feb. All CDPI communities are involved. He will be visiting Split Lake on the 29/30 of Jan. 2/26 – Dexter to follow-up w/Gloria King, left copy of Interlake report. She is very interested in surveillance, and in becoming a partner, she will take the idea to the planning group.
Central	Cheryl Pearson	Y	Y	12/18 - Interested in surveillance 1/22 – LOU received 1/22 (just after PPHL meeting). Some school divisions have signed on to do the survey. They hope to survey all schools in the division grades 6-12. 2/26 – They are moving forward, have hired EFT .5 and are using the Interlake survey – 10,000 Gr. 6-12 students, starting in November.

Region	Contact	LOU Y/N?	Conference?	Current Status on Partnership Activities
Churchill	Randy & Ken ?	N	N	1/22 - No contact in this region. 2/26 – no change.
Interlake	Doreen Fey & Tannis Erikson	Y	Y	12/18 - Preparing for adult survey in community.. 1/22 – Adult survey orientation scheduled for beginning of Feb. with survey beginning 2-3 week of Feb (contacting 10,000 people) and reporting being started in June.
North Eastman	Judy Coleman & Debbie Viel	N	N	12/18 - Implementing school surveys. Need workshop to help them process survey data. 1/22 – Tannis is scanning now, will be done this Saturday and then it will go to Jane. The report will follow that. Charlene Thompson is interested in KEN. Linda volunteered to phone Judy Coleman to ensure that North Eastman is fully engaged in other partner opportunities. 2/26 – Donna & Jane will follow-up w/Judy about joining the Partners.
Nor-Man	Cathy Hynes	Y	Y	12/18 - Surveillance In budget – want to get started 1/22 – Tannis and Dexter agreed to participate in conference call w/Nor-Man. Tannis sent invoice for use of survey – invoice is paid. Norman is looking for senior exec. Approval to purchase scanner and then will proceed with the school survey – all schools grades 6-12. 2/26 – Have purchased scanning software and want to proceed w/4-6,000 kids, gr. 6-12 in Oct '07. They are using the Interlake survey. Tannis will follow-up with Cathy.
Parkland	Maggie Campbell	Y	Y	12/18 - Need workshop to help them process survey data 1/22 – Workshop is scheduled for the 15 & 16 th of Feb. Tannis/Jane & Dexter will conference call with this partner. 2/26 – Jane & Dexter visited, and participated in a Regional Committee meeting and ‘celebration of community achievements . Community committees did planning for 07/08. Many communities are involved, some as clusters due to smaller populations. Reg.Committee will be considering their surveillance options. Jane & Dexter to follow-up.
South Eastman	Lynn Prevost	N	N	1/22 - They are interested, but not ready for surveillance. May be doing their own, very preliminary, work. We need to contact this year. 2-26 – no change.

Region	Contact	LOU Y/N?	Confer- ence?	Current Status on Partnership Activities
Winnipeg	Sande Harlos	N	N	<p>12/18 - Ready to proceed with school survey surveillance in Pt. Douglas and Seven Oaks</p> <p>1/22 – Jane is meeting with them tomorrow.</p> <p>2/26 – Earlier meeting was postponed, Jane is meeting with them 2/27. They're interested in surveillance and considering their options.</p>