



Executive Meeting

Monday, December 17, 2007

Time 1:30 - 3:30 PM

Heart & Stroke Foundation of Manitoba
6 Donald Street, Executive Boardroom, 2nd floor

Members in attendance:

Debbie Brown, Chair, H&SFM
Jennifer Baker Central RHA
(teleconference)
Doreen Fey, Interlake RHA

Catherine Hynes, NOR-MAN RHA
Donna Turner, CCMB
Madeline Kells, minutes

Guests:

Jane Griffith
Dexter Harvey

Regrets:

Mark MacDonald
Deb Clevett

MINUTES:

1. Welcome
2. Agenda approved
3. Previous minutes (Sept 21 – Planning Meeting w/Lorna) approved
4. Strategic plan
 - a. it is agreed that this document may be shared with anyone upon request
 - b. Madeline to change date on front & in footer of document to read “Approved December 17, 2007”
 - c. Madeline to ensure that NOR-MAN RHA is shown correctly in document
 - d. Doreen Fey made motion to accept the final Strategic Plan with minor changes as discussed, and make the document sharable w/all parties as discussed, Donna Turner seconded
 - e. Madeline to distribute final version to all PPHL Members
5. Terms of reference for the working group (KE and Surveillance)
 - a. suggested that the term for working group members be 2 years from date of start
 - b. Catherine Hynes will Chair

- c. suggested that membership size be up-to-10 members (flexible as opposed to specific number)
 - d. add statement to terms of reference ref. how co-chairs are identified & selected
 - e. Donna Turner made motion to accept the terms of reference with the proposed changes, Catherine seconded
6. Letter of Understanding – discuss revisions
- a. potential new members – Kathy Stevens Healthy Living Resource Center & Laura Donatelli PHAC MB Division – felt they could not sign LOU as it was –need to make LOU more general so that organizations not *directly involved* in healthy living can still be involved with the Partners
 - b. New LOU also needs to be sent to Dept. of Education, MB Education Citizenship & youth, Healthy Child, Lung & Kidney foundations, RHAs that have not yet joined etc.
 - c. Catherine made motion to accept new LOU with changes as discussed approved, Doreen seconded.
 - d. Madeline to revise LOU per group discussion and forward to Executive.
7. Community updates
- a. Discussion on CDPAC – developing an alignment framework across all groups working in primary prevention.
 - b. Catherine talked about National Injury Prevention Conference in Toronto
 - c. Donna talked about NCIC 60th Anniversary conference in Toronto & Barb Riley's abstract. Also discussed appointment of Heather Bryant as CPAC VP Cancer Control – the Surveillance Action Group (SurAG), Primary Prevention Action Group (PPAG), etc. will report to her.
8. New business
- a. Meeting with Healthy Child Manitoba re partnering on a Physical Education Evaluation project for grades 11 and 12 in Manitoba schools
 - i. Sept '08 there will be a change in schools making a fitness program mandatory
 - ii. Pre-data collection before July '08 in all schools in Manitoba
 - iii. This would be a project for the Surveillance/KE working group to help with
 - iv. Donna motioned for the Partners to proceed, Doreen seconded
 - b. PHAC risk factor surveillance grant opportunity
 - i. Jane will send templates of support letters
 - ii. Doreen voted to proceed with PPHL involvement, Catherine seconded

- c. Jan 10/2008 – RFS conference
 - i. Youth Risk Factor Surveillance Workshop - “Data Leading to Change” at the Winnipeg Convention Centre
 - ii. 9:30 -3:30, 85 people invited
 - iii. Dexter is the master of ceremonies
 - iv. Should have copies of PPHL documents on display (LOU, 2 year Plan, H&S Grant) etc

 - d. Lorna Mayer invoice
 - i. 1,462.00 invoice for her work in the 2yr Strat. Plan – CCS has offered to help H&SFM w/cost, Debbie to follow-up w/Mark MacDonald

 - e. 30K from CCMB – allocation of
 - i. The money was set aside for the PPHL to use to hire some project management support for the Partners
 - ii. Tannis Erickson has been approached and Doreen/Tannis have agreed to one day per week
 - iii. Tannis to attend all PPHL Executive meetings
 - iv. Tannis will work on items described in the “Task List”, and items as assigned by the Executive
 - v. Tannis will report on her activities in a report that will be included in the PPHL Strategic Plan
 - vi. Madeline to work on a contract between CCMB and IRHA and include the “Task List”
 - vii. Catherine made motion to accept Tannis’s employment with PPHL (as described above), Jennifer seconded.

 - f. Barb Riley presentation – FYI – discussed under item 7c
9. Next meeting
- a. Jan. 15 '08 (Executive)
 - b. Feb.1'08 (Membership)