



## Executive Meeting

October 15, 2008, 1:00 pm – 3:00 pm

Heart & Stroke Foundation of Manitoba

6 Donald Street, Executive Boardroom, 2<sup>nd</sup> floor

### **ATTENDEES:**

Debbie Brown, H&SFM (Partners Chair)

Jody Allan (in place of Debbie Clevett), Assiniboine RHA

Tannis Erickson, Interlake RHA

Doreen Fey, Interlake RHA

Catherine Hynes, NOR-MAN RHA

Mark McDonald, CCS MB Division & KEN

Donna Turner, CCMB

### **MINUTES:**

1. Meeting called to order at 1:20 pm.
2. Agenda approved with the following additions, time permitting:
  - a. CARRFS First Conference – February 2009
3. Approval of minutes of June 19, 2008 – approved as presented
4. CPAC proposal update
  - a. Dr. Jon Kerner, Chair of Primary Prevention Action Group & Scientific Advisor for the Knowledge Translation component of CPAC is now involved in the review of the Manitoba proposal as it fits under his mandate – He has not contacted Donna yet.
  - b. In discussions with Dr. Heather Bryant and Jessica Hill Donna has learned that they are still interested in the “transferability experiment” concept – we may want to look at another jurisdiction that is not as advanced as New Brunswick (NB) is in their healthy living work
  - c. The question for PPHL is can we convince CPAC to support our mutual learning experiment or do we want to reframe our proposal to a transferability experiment with another jurisdiction.
  - d. The CCMB Board has invited Jessica Hill for a meeting and PPHL has arranged to meet with her on Friday, Nov. 21, 2008 in the morning.

Donna will articulate the expected objective of this meeting for Jessica Hill. Discussion ensued.

- e. Discussion occurred about a possible relationship with CBPRE with respect to the CPAC project.
- f. Next Steps:
  - i. Donna will follow up with Dr. Jon Kerner re: the status of our proposal
  - ii. Mark will follow up with CBRPE with respect to their new strategic plan
  - iii. Donna will call Barb Riley at CBRPE to determine if they would be interested in developing communities of practice based on local needs
  - iv. A teleconference may be held prior to the next Executive Meeting (Nov 19) to discuss follow up from Donna's and Mark's calls
- g. Discussion held about possible reasons for the fact that this proposal has been delayed. Mark will make contact with his peers in NB to see if they are interested in being a partner in this initiative. Anyone else who has contacts in NB is encouraged to make similar calls.

#### 5. Relationship Map

- a. Tannis presented the most recent draft of the relationship map. Changes were discussed and will be made. Revised map to be presented at next Executive Meeting.

#### 6. Next Host Organization

- a. Changes will be made to Terms of Reference as suggested at last meeting (Host Organization should have served at least 2 years on the executive committee) and presented at next Executive Meeting. Vote will need to be taken at May 2009 AGM to approve these changes.
- b. Tannis will email all members to offer them an opportunity to make other nominations as Host Organization. If other organizations are nominated, then voting will take place.

#### 7. CARRFS Conference – Toronto – Feb 2 – 4, 2009.

- a. There are 13 spots assigned to Manitoba. We need to ensure that those that attend will be the most appropriate and will benefit the most from attending.

8. Next meeting dates:
  - a. Executive: November 19, January 12, March 9, April 6 – all at 1:30pm at HSFM
  - b. AGM – May 22, 2009
  - c. Meeting with CPAC – Nov 21, 2008, 9:30 am at CCMB
9. SKEWG Update – Catherine
  - a. She is incorporating the discussions from the last meeting into the workplan.
    - i. Looking towards having a standard definitions document adopted at a provincial level.
10. Meeting adjourned at 3:15 pm.