



Executive Meeting  
Friday, Sept 18, 2009, 1:30-3:30 PM  
Heart & Stroke Foundation of Manitoba  
6 Donald St, Executive Boardroom, 2<sup>nd</sup> floor

**Members:**

Debbie Brown, Chair, HSFM  
Jane Griffith, CCMB  
Donna Turner, CCMB  
Madeline Kells, CCMB (minutes)  
Jennifer Baker, Central RHA (phone in)  
Mark McDonald, CCS  
Cathy Steven, HIC  
Doreen Fey, IRHA  
Tannis Erickson, IRHA  
Catherine Hynes, NOR-MAN RHA (phone in)

**Guests:**

Kate McGarry

**Regrets:**

**AGENDA**

1. Welcome – Debbie Welcome. Debbie opened at 1:40.
2. Approval of Agenda. Addition: CDPI funding and reporting. (approved)
3. Approval of minutes of June 12, 2009(Doreen moved, Jane seconded. Accepted)
4. Partners Strategic planning session October 29, 2009 – Debbie
  - a. Debbie has secured Lorna Mayer as a facilitator, same as last time. There was a suggestion to develop the plan for longer than 2 years; a 3-5 year plan could be developed with an annual review of the plan. How did the process occur last time with Lorna Mayer?
  - b. Brainstorming
    - i. Use of recipe cards
    - ii. Arrangement of themes
  - c. Is this time different?
    - i. Yes, we are not starting from scratch this time.
    - ii. Need a review of where we are now: what did we achieve, what did we not get to?
    - iii. Start with the list of priorities from the last plan. Are these still our priorities?

1. what did we accomplish
  2. what did we not
  3. what is new
  4. do a reprioritization exercise.
- iv. Revisit annually.
    - v. Is three too short or five years too long? Doreen: 3-5 years is consistent with RHA cycle. May 2010 to present final plan. Three could be short – time to plan vs time to implement.
    - vi. Working group to liaise with Lorna: Doreen, Debbie, Tannis.
  - d. Could we cancel the meeting September 29? Yes.
5. SKEWG update – Catherine (attachments)
- a. S/KWEG subcommittees report Request to change the name (with permission)! Manitoba Risk Factor Surveillance System Working Group (MRFSS). See organizational chart of MRFSS group thinking about Surveillance/Research, Knowledge Development and Exchange, Evaluation. They have considered it in the form of four major tasks (Youth Risk Factor Surveillance, Adult Risk Factor Surveillance, Promotion, and Funding), with subcommittees. Tannis: reflects overarching subcommittees and focused activities under that. Note: there is a need to revise the chart to have the three overarching themes over top of working group ...
  - b. MRFSS document –a lot of great work has been accomplished to date and the executive is appreciative of all that has been done. The terms of reference and the work plan has not yet been approved by the Executive.
  - c. Note – The relationships area and funding topics of the previous strategic plan was the responsibility of the Executive, and the remainder was the responsibility of the MRFSS.
  - d. Funding: Discussion: With this area, the new group would be looking at funding/grants opportunities such as CIHR. The timing may be off, but there is a need to look at a plan to determine how to do a Manitoba Risk Factor Surveillance System. Some funding is now provided through Health in Common to have someone hired to develop a proposal that could used to solicit funding from various funding bodies.
  - e. Promotion area: This area would be to promote the usefulness of the results of the surveillance, see benefits of surveillance, and promote interest in risk factor surveillance which could lead to funding. This area should be the responsibility of the executive level and not be lost. It is not the responsibility of MRFSS. This area is useful for both the risk factor surveillance activities and it is also important at a higher level (ie the executive committee). Doreen recommended that it is taken out for now from the MRFSS area and put it in the strategic plan under the relationships/promotion section. There was further discussion on where this activity should occur and this will be further discussed at our next meeting.

- f. There is a need to clarify the role of executive committee: not hierarchical, but for communications. The Executive Committee has delegated activities to MRFSS group, MRFSS is to report back to Executive, and then to all members. Donna suggested that more focus might assist MRFSS so that they do not become overloaded.
  - g. MRFSS Agreement Amendment Team (data sharing group): part of provincial roll up working group.
  - h. Debbie stated that as Chair of PPHL, there is a need for clarity in terms of who's on the working groups and who's responsible for what. Minutes are taken for all working groups. There should be an update from each of the working groups for the record . The PPHL chair and executive members should be receiving copies of the minutes on a regular basis. Tannis is in the process of developing a working group list with all members and contact information.
  - i. One suggestion was to have the minutes posted on the website if possible. This may not be possible and email may be the best vehicle for keeping partner members aware of all the activities of the various working groups through the sharing of the minutes. Cathy Steven will look into the possibility of using a password on the website and report back to the executive committee.
  - j. Terms of Reference of MRFSS: discussion re appointment and terms of chair of MRFSS. Cathy Hynes recommended that this needs to be in the Executive Terms of Reference that the Chair of MRFSS is on the Executive. The working group will determine who the Chair is, so line about "appointed" in MRFSS TOR should be removed. Rework: "Chair will be elected by the committee and will as a result, be a member of the Executive."
  - k. Note: The terms should also be similar; "meet a minimum of quarterly times per year and at the call of the chair."  
*New meeting (Oct 14, 9:00 am – 11:00am) at CCMB with Telehealth to focus on process for the Strategic Planning meeting and MRFSS.*
  - l. Planning for strategic planning with Lorna Mayer
  - m. MRFSS plan – Lorna to hear discussion for relevance? (Oct 14, 9-11, CCMB with Telehealth links to be confirmed). Debbie will contact Lorna Mayer to see if she is available to attend this meeting for preplanning the all members strategic planning session on October 29, 2009.  
Working groups of MRFSS:  
*Youth Health Survey KE Working Group (Tannis): supporting the communities and schools (staff) in using their own data. Looking at list of tools, and making sure that all the other things connected for the toolkit for website (Share and Learn for CDPI, Heart and Stroke staff meeting). Standard format PowerPoint has standard messaging but will be used by schools/communities, which will populate with their own data and regions who had material they were comfortable with providing for the toolkit.*
6. Web site –Tannis worked with Mike from Health in Common.

7. Clasp proposal update – Jane (deferred). Expected mid-September
8. SAG conference presentation update –Tannis (Tannis) (deferred)
9. New Business
  - a. Provincial roll up report. Kate McGarry. The report contains only Grades 9-12 because not all regions did Grades 6-8 (WRHA and SEMan). The draft report was developed with the same template and format as the WRHA report. This is also the same format as the Interlake PPHL owns the report. To date the report has not been sent broadly (q re Kristin Anderson – she has the PowerPoint). Debbie volunteered formatting expertise (through Heart and Stroke Foundation). The executive will need to work on dissemination plan.
  - b. Accelerometer proposal project (Jane). (deferred)
  - c. Media release. There was a lot of discussion on having a press release on the YHS results. PPHL should be the lead on this, and develop a release., Various partners including the government partners should be asked to participate/partner in the media release. Debbie strongly recommends having public relation/communication professionals assist with the development of the press release plan and documents; There was agreement among other executive members that PPHL should utilize these professionals. ...
  - d. CDPI (Doreen). Kristin Anderson has had a conversation with Doreen regarding the CDPI initiative (\$105k; \$30k from last year and \$75k from this year.) Kristin is waiting for the roll up report; and also requesting more information from the Knowledge Exchange Workplan – stating that it needs more detail, and must link to CDPI objectives.
    - i. Tannis provided PowerPoint and the ARFS workplan to Kristen already. \$30k from 08/09: a high level workplan for sharing BRFS (ARFS) and May AGM PowerPoint. Lorraine needs more detail in the workplan. Nancy McPherson of ARFS says it's as far as they can go at this point in time: building capacity for risk factor surveillance. Lorraine needing connection with CHAN, CDPI, but Tannis notes that there are many more people involved. Doreen suggests that the Chair of PPHL should have further discussion with CDPI by sending a letter to the CDPI regarding the deliverables of the project. Tannis will draft a letter for the Chair to go to Kristen Anderson. .
  - e. Provincial Roll-up Report – update Kate McGarry
  - f. Accelerometer proposal project – Jane
  - g. Media release (in connection w/Provincial Roll-up)
10. Next Members Meeting (September 29, 2009) - canceled
11. Strategic Planning Session (October 29, 2009) (*make sure it's in your calendar!*)
12. Next Executive Meeting (November 17, 2009)