



Membership Meeting  
Friday, September 9, 2011  
12:00 – 3:00 PM (lunch at noon)  
CancerCare Manitoba  
675 McDermot Avenue  
Executive Boardroom, 4<sup>th</sup> floor

**Dial in - 1-866-464-4026 Participant Code- 5498180913**

**Attendees:**

Betty Kozak Assiniboine RHA	Tannis Erickson, IRHA/CCMB
Donna Turner, CCMB, PPHL Chair	- YHS Working Group Chair
Jane Griffith, CCMB	Paul Paquin, Manitoba Education
- CLASP Working Group Chair	Heather Sparling, MB Health
Carly Leggett, CCMB, PPHL Coordinator	- DARP Working Group Chair
Madeline Kells, CCMB, minutes	Mark Robertson, MHLYS
Kate McGarry, CCMB	Grant McManes, Louis Riel School Division
Jennifer Baker, RHA Central Manitoba Inc.	Catherine Hynes, NOR-MAN
Nancy Hughes, Churchill RHA	Cathy Hopfner, Parkland RHA
Cathy Steven , HIC	Laura Donatelli, PHAC MB Div.
	Bev Unger, South Eastman Health

**Regrets:**

Ethel Hook, Alliance	Nancy McPherson, Brandon RHA,
Trina Larsen, AFM	- ARFS Working Group Chair
Doreen Fey, Interlake RHA	Mark McDonald, CCS
Debbie Brown, HSFM	Dr. Rob Santos, HCMO
Jody Allan ARHA	Debbie Viel, North Eastman RHA
Robert B. Shaffer, Manitoba Health	Jo-Anne Lutz, Burntwood RHA
Sande Harlos, Winnipeg RHA	

**Agenda**

- 1.0 Welcome and introductions, 12:15
- 2.0 Approval of agenda
- 3.0 Approval of AGM Report, 2011 (attached) - Donna Turner
  - 3.1 This version will be uploaded to the PPHL website.
  - 3.2 Document approved. Tannis Erickson/Heather Sparling.
- 4.0 Chair's Report- Donna Turner
  - 4.1 Donna thanked group for opportunity to Chair the PPHL.

- 4.2 Summarized Coordinating Committee meeting of August 24<sup>th</sup>, with regards to the work on the Strategic Plan, and the tasks required to achieve it.
- 4.3 Regarding the funding from Minister Rondeau, Carly has drafted a letter from Donna to the minister to follow-up on the funding that was promise to the Partners.  
**Donna to review/approve and send letter.**

## 5.0 Working group report

### 5.1 Youth Health Survey –Tannis Erickson

- 5.1.1 The YHS working group reported having had a busy summer. Carly led the work of the Tools Sub-group which has completed the data dictionary and it will be approved at the Methodology meeting next week.
  - 5.1.1.1 They are on track to meet the fall 2012 deadline.
  - 5.1.1.2 As a note, the data sharing agreements with the RHAs need to be updated.
  - 5.1.1.3 This version of the survey will include some enhanced sections: enhanced mental health, sexual health, sun-safety, smoking etc. But will remain about 76 questions long (short enough to complete in one class period).
- 5.1.2 The KE group has been working on the video, which is coming along well. They have 7 stories completed and will have 2 more in the fall.
  - 5.1.2.1 The video will be offered in French and English
  - 5.1.2.2 The purpose of the video is to act as a promotional tool for the PPHL/YHS, as a ‘reward’ to schools who have participated, and as a tool for planning for the schools, based on their data.
  - 5.1.2.3 It was suggested that a paper document might be beneficial as an accompaniment to the video. Donna Turner suggested Roberta Koscielny may be able to help.

### 5.2 Adult Risk Factor Surveillance – Carly for Nancy McPherson

- 5.2.1 The pilot study will proceed despite the unsuccessful grant application to HSFM.
- 5.2.2 The letter/forms were sent out to the membership asking if they have a community that would fit the requirements of a pilot ARFS study.
- 5.2.3 (Community) Nominations will be reviewed at the October 7<sup>th</sup> meeting.
- 5.2.4 **Members are asked to scan your local community level funding opportunities and email the committee with any suggestions.**
- 5.2.5 There was some discussion about whether the ARFS survey process should be led ‘top-down’ (from the RHA) or ‘bottom-up’ (led at/by communities).It was decide that a grassroots (community) approach would likely be best - but in reality, the pilot study will answer this question.

- 5.2.6 Need to emphasize to the schools/communities/RHAs, that the cost of the study could come from one portion of their budgets with the understanding that the data received will support/offset the cost of other activities.
- 5.2.7 Donna mentioned that Nancy McPherson met Don Dillman at the conference in Atlanta (*see excerpt below from Washington State University website [www.sesrc.wsu.edu/dillman](http://www.sesrc.wsu.edu/dillman)*):



*5.2.7.1.1 Dr. Don Dillman is Regents Professor and the Thomas S. Foley Distinguished Professor of Government and Public Policy in the Departments of Sociology and Community and Rural Sociology at Washington State University.*

*5.2.7.1.2 He also serves as Deputy Director for Research and Development in the Social and Economic Sciences Research Center (SESRC). He is recognized internationally as a major contributor to the development of modern mail, telephone and Internet survey methods. In 1970, he was founding coordinator of the SESRC's Public Opinion Laboratory (1970-1973), one of the first university-based telephone survey laboratories in the United States.*

- 5.2.8 Don is very supportive of our work, and been in touch with Nancy since the conference. The Partners are trying to get him in as the keynote speaker for the 2011 PPHL AGM.

### 5.3 CLASP – Jane Griffith

- 5.3.1 CLASP is in the final 6 months of funding
- 5.3.2 The cross-CLASP report will be available for the members to review by the end of September.
- 5.3.3 The three provinces will meet before in October for the National Forum to present their findings. Following the forum, there will be another meeting between the 3 provinces to discuss another CLASP opportunity funded by CPAC (CLASP Phase II).

### 5.4 DARP – Heather Sparling

- 5.4.1 There have been 3 requests for data this year, but there has been a change in the administrative support provided by HIC, and the process has been revised and clarified.
- 5.4.2 New data-sharing agreements also need to be done.

## 6.0 Membership of School Divisions - Donna Turner & Carly Leggett

- 6.1 Three school boards were going to be invited to be PPHL members - Louis Riel, Hanover and Frontier. Frontier asked to be a member - so they started the ball rolling - i.e. should all the schools that are involved in the Partner's work be invited?
- 6.2 The question is: do we then need to invite all the schools/school divisions to become members? (There are 37 divisions plus private schools)
- 6.3 Grant (Louis Riel school div) commented that he is not sure that there is any benefit to them in signing up as a member.
- 6.4 We have education represented at a higher-level at the Partners table (Manitoba Education & Manitoba Physical Education Supervisors Association for example), which is the high-level representation that we often need. The argument for having the school divisions as members is that they are the ones whose support we ultimately need, and the ones who are using the data.
- 6.5 We have a large group now, if the group was increased substantially (even by ½ of the number of divisions), we would not have a place large enough to meet in. Also meetings could become very difficult to manage.
- 6.6 There was a suggestion to have an "associate-level" membership, one that would not require the member to attend meetings, but where the member would still be connected to the group and receive information about the Partners.
- 6.7 After much discussion, it was motioned to strike an ad hoc membership committee to sort out the questions about:
  - 6.7.1 Frontier School Division (whether or not we can have them as a member),
  - 6.7.2 whether or not other school-division should be members, and
  - 6.7.3 to review the LOUs - it was noted that many of the existing members' LOUs have already/will be expiring before the next AGM.
  - 6.7.4 Cathy Stevens motioned, Jennifer Baker seconded. **Carly Leggett volunteered to send an invite to the full-membership to ask for volunteers to form an ad-hoc membership committee. Paul Paquin also volunteered to help.**

## 7.0 Strategic Plan Update-Donna Turner & Carly Leggett

- 7.1 Membership reviewed the two strategic plan documents (previously edited by the Coordinating Committee) that Carly sent to the group. See separate attachments.

## 8.0 CLASP MB Case Study Report- Kate McGarry

- 8.1 Kate McGarry presented "PPHL Strategic Plan and Applying the MB Case Study Lessons Learned". See separate attachment.

## 9.0 Next Membership Meeting – Thursday, February 16<sup>th</sup> 2012- Donna Turner

## 10.0 PPHL AGM 2012- Set for Friday May 11<sup>th</sup>, 2012- Donna Turner

## 11.0 Next Coordinating Committee Meeting-October 7th, 2011-Donna Turner

