



Coordinating Committee Meeting  
April 18<sup>th</sup> 2013, 1:30 – 3:30 PM  
CancerCare Manitoba  
**Brandon Room, 4<sup>th</sup> floor, ON4023**  
*Dial in - 1-866-464-4026*  
*Participant Code- 756 391 7157*

**Invitees:**

Donna Turner, CCMB, PPHL Chair  
Doreen Fey, IRHA, Incoming Chair  
(phone)  
Jane Griffith, CCMB  
- CLASP Working Group Chair  
Carly Leggett, CCMB, PPHL Coordinator  
Debbie Brown, HSFM  
Madeline Kells, CCMB, minutes

Cathy Steven, HIC  
Bohdanna Kinasevych, Planning &  
Evaluation Facilitator, HIC  
Tannis Erickson, IRHA/CCMB  
- YHS Working Group Chair  
Heather Sparling, MB Health  
- DARP Working Group Chair

**Regrets:**

Alex Henteleff, WRHA  
Nancy McPherson, Brandon RHA  
- ARFS Working Group Chair

**Minutes:**

1. Welcome & Approval of agenda
2. Approval of Minutes from February 27<sup>th</sup> - approved with small changes.
  - a. Primary Prevention Syndicate - Madeline to send the invitation for March 4<sup>th</sup> event - done.
  - b. Alex will check to see if any preliminary data for the YHS for the WRHA could be released by the AGM. Action not required.
  - c. Carly will check with Betty Kozak to see if she was going to run a knowledge exchange group-work session at the AGM. Action not required.
  - d. Carly will pull the invitation/guest list from last year to look at invites for this AGM - Done, invites out.
  - e. Carly will touch base with Kate to look at the CLASP evaluation and what was the outcome - and send to HIC/PPHL CC. Done.
  - f. Ref DARP - Heather will be in touch with Tannis for the new data sharing agreement and the process document (check list). Defer.
3. Chairs' Report - Donna Turner - AGM update
  - a. Cost - this year CCMB will pay the bulk of the cost - next year we will go for a free space again. Suggested: library, university, Deer Lodge, United Way (they don't do Friday bookings) etc. Parking is a challenge in some cases. Red River Campus downtown is also nice - but challenging to access during the school year.

- b. Draft agenda - (see new draft) - have invited Minister Nancy Allan to bring greetings - haven't heard back yet.
  - c. Chair's report - brief update - talk about Coordinating Committee meeting - results from this afternoon, YHS, etc. Some of the work that the Chair has represented PPHL on - Primary Prevention Syndicate for e.g. Should we acknowledge Catherine Hynes? Yes.
  - d. Key note speakers have been 'booked' Alan Katz and 3 challenge grant award winners. 2 questions for the panel - YHS and ARFS contribution to their research, and, what advice would they have to schools/RHAs in applying the knowledge to their communities. Debbie will introduce them. It would be good for this group to hear about the YHS and how it might benefit them.
  - e. Need to have something interactive to keep people engaged - after lunch. Betty Kozak had mentioned about doing something - but now is not sure if it's possible. Remove YHS update from the morning session - let it have its own session in the afternoon since there will be more focus on this working group. Working group suggestion - help people to use the information we give them about the YHS/ how to help them package the information up for dissemination to their people/how to take it to the next step. YHS Knowledge Exchange Working Group could lead group work? So it'll be a three-part YHS afternoon - Presentation, engagement and then Cathy will lead discussion about how to present the information.
4. Meeting dates for 2013-2014 (Doreen) - Depends on space etc. may not be realistic to host in the Interlake. HIC Cathy - volunteers their new space for meetings in 2013-2014. June meeting doesn't work for Doreen. **Doreen and Cathy to discuss what date would work for them that week in June.** Admin support will not come from CCMB this year. Doreen does have her own admin - she will work it out - unless Cathy has someone - they will connect.
5. Working group reports - defer.
- a. Youth Health Survey –Tannis Erickson - questions about provincial report - last year we had funding from MB Health to develop/print report. Patricia Caetano asked Tannis for a statement of work to develop a statement of work and associated costs - Tannis provide that last fall but had not heard back yet. The printed report was valuable last time - useful in meetings to have/hand out to partners. So yes, it would be good to have again. The video too was a valuable tool - can we ask for both. \$65-75K in cost associated with these two projects. **Donna will contact Trish. Is it Trish still? Or Debbie Nelson?** We may have to ask both given the size of the 'ask'.
  - b. Cathy Stevens - Sara Proust (WRHA) & Cathy Stevens - should she still be on the PPS Knowledge Exchange Working Group? **Defer until Donna and Doreen have connected and decided what to do going forward.** The PPS is also planning a big meeting June 4<sup>th</sup> that we are all invited to attend - it

- c. Adult Risk Factor Surveillance – Nancy McPherson
  - d. CLASP - Jane Griffith
  - e. DARP - Heather Sparling
6. PPHL Facilitated Session follow-up - Bohdanna Kinasevych - The questions can be asked via a survey or in small groups. Everyone ranked the questions at the initial meeting, and the result is the ranking of those questions as show. Bo will make changes as discussed by the group.
  7. Next meeting - AGM May 31<sup>st</sup>