



**Coordinating Committee Meeting
December 9th, 2013
Health in Common, 200 – 141 Bannatyne Avenue**

PRESENT: Doreen Fey, Maureen Owens, Cathy Steven, Tannis Erickson,

REGRETS: Debbie Nowicki, Heather Sparling, Jane Griffith,

ABSENT: Nancy McPherson, Donna Turner

RECORDER: Phyllis Barclay

	Subject	Discussion	Action	By whom
1.	Welcome & Approval of Agenda	The meeting began at 1:45 PM		
2.	Minutes	Acceptance of October 8th, 2013 Minutes	Defer to next meeting	
3.	Review January 2013 WORKPLAN and ACTION ITEMS and determine next priority	<ul style="list-style-type: none"> Defer to next meeting 	<p>Ask Carly Leggett for the last strategic plan with action items.</p> <p>Include Strategic Plan with agenda for next meeting.</p> <p># 4 of Workplan indicates we can facilitate active knowledge development and exchange between groups and sectors. Further discussion will be required.</p>	<p>Tannis</p> <p>Phyllis</p>
4.	Review Terms of Reference	<ul style="list-style-type: none"> Defer to next meeting 		
5.	Knowledge Exchange update (Tannis Erickson)	<ul style="list-style-type: none"> The Knowledge Exchange Group has developed a draft plan which is being reviewed. 	<p>Once the plan is completed it will be circulated to the PPHL Coordinating committee.</p> <p>We will have a teleconference in January to discuss the draft knowledge exchange plan.</p>	<p>Tannis</p> <p>PPHL Coordinating Committee</p>

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6.	Discuss website options	<ul style="list-style-type: none"> Suggested reorganizing the headings and adding sub tabs for ease of finding things. Discussed the possibility of using a Google drive for more security rather than a member's only site. 	Someone needs to map it out and send to Daniel at dgravenor@healthincommon.ca for updates.	
7.	Coordinator Position for PPHL Coordinating Committee	<ul style="list-style-type: none"> Discussed implementing this as a contract position. Some key points for this position would be: <ol style="list-style-type: none"> Build relationships by dedicating hands on support for the regions; Leadership role for the YHS Knowledge Exchange group implementing new tools; Provide consultation using the YHS Survey connecting people to data and the community health assessment team. 	Speak to Donna about funding for this position.	Doreen
8.	Symposium for January or February, 2014	<ul style="list-style-type: none"> A Symposium is designed to communicate, engage and share information reminding everyone the different ways this data can be used. This group is finding the time to commit very difficult. It may not be possible to secure a venue and a day for a symposium in January or February. 	<p>YHS Knowledge Exchange Working group was to plan a day for the Symposium; however no decision has been reached.</p> <p>Look at the readiness of the regions instead of doing a symposium.</p>	
9.	Discuss CIHR Knowledge to Action Grant (see attached Letter of Support)	<ul style="list-style-type: none"> Application for Knowledge to Action Grant has been filed. 		
10.	Review funding request for Conference re Sask	<ul style="list-style-type: none"> Betty and Tannis attended. 		
12.	Data Sharing Agreements update – Doreen Fey	<ul style="list-style-type: none"> Good resolution to the data sharing agreements with Healthy Child Manitoba. A new data sharing agreement will be developed for the identifier portion. 		
13.	Record of Discussion from Primary Prevention Forum (see attached)	<ul style="list-style-type: none"> There were Presentations from different groups and the challenge grants were discussed. 		

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14.	Working group reports			
	a. Adult Risk Factor Surveillance Nancy McPherson	<ul style="list-style-type: none"> Deferred to next meeting 		
	c. CLASP Jane Griffith	<ul style="list-style-type: none"> Deferred to next meeting 		
	d. DARP Heather Sparling	<ul style="list-style-type: none"> Deferred to next meeting 		
15.	Next Meeting – Teleconference to be scheduled for January 8th, 2014 from Noon – 1:00	<ul style="list-style-type: none"> Dedicate this time to discuss “Does it make sense that partners exist in the same manner as it did before”? What are the next steps of Partners? 	An Email will be sent to the Coordinating Committee.	Doreen and Phyllis
	Meeting adjourned	<ul style="list-style-type: none"> Adjourned at 3:30 		