



**Coordinating Committee Meeting  
October 8<sup>th</sup>, 2013  
Health in Common, 200 – 141 Bannatyne Avenue**

PRESENT: Doreen Fey, Maureen Owens, Cathy Steven, Tannis Erickson, Nancy McPherson, Jane Griffith

REGRETS: Carly Leggett, Donna Turner, Alex Henteleff, Heather Sparling

RECORDER: Phyllis Barclay

	Subject	Discussion	Action	By whom
1.	<b>Welcome &amp; Approval of Agenda</b>	The meeting began at 9:30 AM		
2.	<b>Minutes</b>	Acceptance of September 6th, 2013 Minutes	Approved, send to Health in Common for the website.	Phyllis
3.	<b>Primary Prevention Forum, request for presentation – October 23, 2013</b>	<ul style="list-style-type: none"> <li>Tannis is attending and will present.</li> </ul>	An update will be provided at the members meeting.	Tannis Erickson
4.	<b>Review and evaluate survey results – see attached</b>	<ul style="list-style-type: none"> <li>Reviewed and discussed how we should acknowledge the survey results.</li> <li>Reviewed survey results around PPHL website.</li> <li>There is lack of engagement from key players due to the uncertainty with the merger of the RHA's.</li> <li>Funding is an issue, when we started this committee more funding was available.</li> <li>We requested funding from Heart and Stroke and were denied.</li> </ul>	<p>We will share the results with the members. The analysis will be revised and a report will be sent out to include the excel data information shortly.</p> <p>Suggest updating the website to create a user friendly site.</p> <p>Need to find new champions.</p> <p>YHS was a prime focus and now we will look at the strategic plan and determine our next priority. Knowledge Exchange plan needs to be developed.</p> <p>Maureen will research the reason for this and report back to the committee.</p>	<p>Bo</p> <p>Coordinating Committee</p> <p>Maureen</p>

	Subject	Discussion	Action	By whom
5.	<b>Agenda items for PPHL Membership Meeting November 7<sup>th</sup>, 2013</b>	<ol style="list-style-type: none"> <li>1. Coordinating Committee - what are the next steps in our role - Doreen</li> <li>2. Present evaluation framework results – Cathy Stevens;</li> <li>3. Knowledge Exchange information – Tannis Erickson</li> <li>4. Working group reports <ol style="list-style-type: none"> <li>a. DARP - Heather Sparling</li> <li>b. Adult Risk Factor Surveillance – Nancy McPherson</li> <li>c. Youth Health Survey – Tannis Erickson</li> </ol> </li> <li>5. Discuss funding to hold a symposium</li> </ol>	<p>Is communication a barrier, do we need to develop better communication beyond the coordinating committee.</p> <p>How do we support users of the information to reach the audiences we need within the plan the knowledge exchange group has. Get feedback from members. What ideas can be shared to reach the audience?</p>	
6.	<b>Chair of DARP – has there been a replacement</b>	<ul style="list-style-type: none"> <li>• Heather was not present to provide the status.</li> </ul>		
7.	<b>DARP Request Process</b>	<ul style="list-style-type: none"> <li>• Teresa Mayer will send an email update on October 9<sup>th</sup>, 2013.</li> </ul>		
8.	<b>YHS Knowledge Exchange Group update – Tannis Erickson</b>	<ul style="list-style-type: none"> <li>• KEWG will fold back into the larger YHS Working Group.</li> </ul>	There will be more folks involved in the input and creation of the Knowledge Exchange products that are required, this will happen at the next YHS WG meeting on October 15 <sup>th</sup> , 2013.	Tannis
9.	<b>Primary Prevention Newsletter</b>	<ul style="list-style-type: none"> <li>• This is for information only.</li> </ul>		
10.	<b>Working group reports</b> <b>a. Youth Health Survey Tannis Erickson</b>	<ul style="list-style-type: none"> <li>• Still scanning in Brandon, no progress on the rollout.</li> <li>• Tannis will make a list of 3-5 points to consider if there is no provincial data set.</li> </ul>	Speak to YHS group at their meeting.	Tannis

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	<b>b. Adult Risk Factor Surveillance</b> Nancy McPherson	<ul style="list-style-type: none"> <li>ARFS was briefly discussed with Carly Leggett, what will a new start look like?</li> <li>Nancy will discuss with Jody Allan, Michelle Gaber, and Ales Morga.</li> </ul>	<p>Jane will check on funding for ARFS and will report back.</p> <p>Nancy will speak about ARFS at the Members meeting.</p>	<p>Jane</p> <p>Nancy</p>
	<b>c. CLASP</b> Jane Griffith	<ul style="list-style-type: none"> <li>No report was available.</li> </ul>		
	<b>d. DARP</b> Heather Sparling	<ul style="list-style-type: none"> <li>Deferred to next meeting</li> </ul>		
11.	<b>New Committee Member</b>	<ul style="list-style-type: none"> <li>Alexander Henteleff is transitioning her role to Debbie Nowicki.</li> </ul>	Debbie Nowicki will represent the WRHA Population and Public Health Program. Remove Alexander from the list and add Debbie, invite her to all future meetings	Phyllis
12.	<b>AGM Survey results</b>	<ul style="list-style-type: none"> <li>No results have been received.</li> </ul>	Send Carly an email and request this information.	Phyllis
13.	<b>Membership Drive</b>	<ul style="list-style-type: none"> <li>Cathy met with Andrew Clark, Nancy Allen's Special Assistant.</li> </ul>	He wants to set up a meeting with the Minister as soon as possible.	
14.	<b>Coordinator position – next steps</b>	<ul style="list-style-type: none"> <li>No funding for a coordinator.</li> </ul>		
15.	<b>Other Discussions</b>	<ul style="list-style-type: none"> <li>Jane and Tannis had a teleconference with Manitoba Health 6 weeks ago.</li> <li>Jane spoke about the progress in Saskatchewan.</li> </ul>	<p>There has been no response to their discussion. Tannis will follow-up with Trish Cantina and request the Surveillance budget from last year.</p> <p>Jane will contact John and Cheryl from Saskatchewan and invite them to do a presentation at the AGM in May.</p>	<p>Tannis</p> <p>Jane</p>
16.	<b>Next meeting</b>	<ul style="list-style-type: none"> <li>December 9<sup>th</sup>, 2013 1:30 – 3:30</li> </ul>		
	<b>Meeting adjourned</b>	<ul style="list-style-type: none"> <li>Adjourned at 11:45</li> </ul>		