



**Coordinating Committee Meeting  
September 6<sup>th</sup>, 2013  
Health in Common, 200 – 141 Bannatyne Avenue**

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

TELECONFERENCE: Nancy McPherson, Alex Henteleff, Donna Turner

REGRETS: Carly Leggett, Jane Griffith

RECORDER: Phyllis Barclay

	Subject	Discussion	Action	By whom
1.	<b>Welcome &amp; Approval of Agenda</b>	The meeting began at 1:40		
2.	<b>Minutes</b>	Acceptance of June 21st, 2013 Minutes		
3.	<b>Meeting dates for 2013 2014</b>	<ul style="list-style-type: none"> <li>We will have another meeting sometime in October to discuss the members meeting in November. We will hold coordinating committee meetings every second month after the October meeting.</li> <li>Full membership meeting is scheduled for November 7<sup>th</sup>, 2013. Location has not been determined.</li> <li>Annual General meeting will be tentatively booked for Friday, May 23<sup>rd</sup>, 2014 at Life and Learning Centre on the 2<sup>nd</sup> floor of Deer Lodge.</li> </ul>	<p>A doodle poll will be sent out to secure a meeting day in October and every second month thereafter.</p> <p>Secure a room for this day at either Manitoba Health or Heart &amp; Stroke Foundation</p> <p>Send a notice to all members to hold the date in their calendars.</p>	<p>Phyllis</p> <p>Heather, Maureen and Phyllis</p> <p>Phyllis</p>
4.	<b>Chair of DARP Replacement</b>	<ul style="list-style-type: none"> <li>Heather Sparling wants to step down as chair of DARP.</li> <li>The working group will elect a chair from the members.</li> </ul>	<p>Continue to invite Heather to our meetings until there is a replacement.</p> <p>Once this person has been recruited, Doreen will be notified.</p>	<p>Phyllis</p> <p>Heather</p>

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5.	<b>Review TOR for DARP</b>	<ul style="list-style-type: none"> <li>Discussed changes to be implemented in the Terms of Reference (TOR) for Data Access Review Panel (DARP).</li> <li>Applications are available on the website; all other documents will be filed in a members only location which needs to be created.</li> <li>The maximum number of members will be increased to 9 to ensure there is great representation from all partners including the YHS working group.</li> <li>Some of the Government Departments have changed their names and these will be changed.</li> <li>The quorum for decision making must have 50% plus 1 in attendance. Members will be advised they must be committed committee members as attendance at these meeting is important. Meetings are held about 3 times a year.</li> </ul>	<p>Revisions will be made to the TOR as discussed and sent to this committee</p> <p>Check to see if this can be done.</p>	<p>Heather Sparling</p> <p>Cathy Steven</p>
6.	<b>Coordinator position – next steps</b>	<ul style="list-style-type: none"> <li>Carly sends her regrets. She will be sending out a few documents and will soon finish her position as coordinator.</li> </ul>	<p>This will be a future agenda item to discuss what is needed for this position.</p>	<p>Coordinating Committee Members</p>
7.	<b>Review and evaluate survey results</b>	<ul style="list-style-type: none"> <li>Bohdanna provided us with the survey results which indicated that there were not many responses to our survey.</li> <li>This will be discussed at the October meeting.</li> <li>Discuss the survey results with the members in November.</li> </ul>	<p>A link to this survey will be resent to all members with a deadline of one week to complete.</p> <p>Have survey results ready and distributed to everyone prior to the meeting. Ask Bohdanna to attend.</p>	<p>Phyllis</p> <p>Phyllis/Bohdanna</p>
8.	<b>Membership Drive – who do we need</b>	<ul style="list-style-type: none"> <li>We will look at survey results and develop a plan to address changes.</li> </ul>		

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9.	<b>Working group reports</b>  <b>a. Youth Health Survey</b> <b>Tannis Erickson</b>	<ul style="list-style-type: none"> <li>• Reviewed changes to be implemented in the Terms of Reference (TOR) for Youth Health Survey Working Group.</li> <li>• This committee held their first meeting last week. Previous members are still participating although it may be the same organization with different representatives. This group will continue to connect with the Knowledge Exchange Working Group, overseeing the whole process ensuring resources are in place.</li> <li>• The committee has lots of decisions to make concerning the provincial and regional reports, developing comparability of data, to know if we are doing any better or worse.</li> <li>• 476 schools participated in the YHS for 2012/2013 school year. The Provincial Data will be closed once the final data is received from Brandon and a regional report will be generated. The Winnipeg School Division reports will be edited and released shortly. Sunrise School Division had a 23% response rate in the YHS and may choose to redo it this year but will not be a part of the provincial data.</li> <li>• Cancer care has 100% commitment to YHS creating reports, proper data sets and code books.</li> </ul>	<p>Approved with revisions, send to everyone</p> <p>Report funding results of teleconference with Manitoba Health to Doreen.</p>	<p>Tannis Erickson</p> <p>Tannis Erickson</p>
	<b>b. Adult Risk Factor Surveillance</b> <b>Nancy McPherson</b>	<ul style="list-style-type: none"> <li>• This committee has been stalled out for some time; we need to consider a plan to move forward bringing this group back together. Provincial groups have changed, responsibilities have increased and the regions have grown. We will try to incorporate future commitment and heighten the awareness in various ways.</li> </ul>	<p>Nancy will meet with Carly Leggett to discuss this committee.</p>	<p>Carly Leggett and Nancy McPherson</p>
	<b>c. CLASP</b> <b>Jane Griffith</b>	<ul style="list-style-type: none"> <li>• The CLASP 2 proposal was submitted and the knowledge to access community based systems was not successful. The Manitoba Institute research coordinator is looking for alternate funding and ideas to strengthen this committee, they are still having teleconferences.</li> </ul>		

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	<b>d. DARP Heather Sparling</b>	<ul style="list-style-type: none"> <li>DARP has representation from First Nations who have gathered a lot of identifiable data that will be processed.</li> <li>There have been lots of changes to the DARP Membership.</li> <li>Discussed the Data Access Request Form, Aggregate Data.</li> </ul>	<p>Send updated DARP Membership list to Phyllis</p> <p>Changes will be made to the form as discussed. Take back to DARP and bring to the next meeting</p>	<p>Heather</p> <p>Heather</p>
10.	<b>To do</b>	<ul style="list-style-type: none"> <li>Suggested having a meeting with RHAM to discuss their role, can they be included with YHS? RHAM is restructuring to form a new collaborative with primary health care, continuing care and acute care.</li> <li>Cathy is meeting with Andrew, Specialist Assistant for Nancy Allan, Minister of Education.</li> </ul>	<p>Doreen and Cathy will discuss the outcome of this meeting.</p>	<p>Doreen/Cathy</p>
11.	<b>Next meeting</b>	<ul style="list-style-type: none"> <li>Will be determined as previously discussed.</li> </ul>	<p>Secure day and time for next meeting.</p>	<p>Phyllis</p>