



## Executive Meeting

April 8, 2008

Time 1:30 – 3:30 PM

Heart & Stroke Foundation of Manitoba

6 Donald Street, Executive Boardroom, 2<sup>nd</sup> floor

### Attendees:

Jennifer Baker, Central RHA

Debbie Brown, H&SFM (Partners Chair)

Debbie Clevert, Assiniboine RHA

Tannis Erickson, Interlake RHA

Doreen Fey, Interlake RHA

Jane Griffith, CCMB

Catherine Hynes, NOR-MAN RHA

Madeline Kells, CCMB (minutes)

Mark McDonald, CCS MB Division

Donna Turner, CCMB

### MINUTES:

1. Welcome
2. Approval of Agenda –
  - a. discuss LOU process ref. Doreen – deferred
  - b. CPAC update ref. Mark - deferred
3. Approval of Minutes of January 15, 2008 Membership meeting
  - a. noted that item 8c (Mark to provide KEN update) was deferred and should have been added to this agenda – defer to next Executive Meeting
  - b. minutes approved
4. Partners staff update –Tannis – Relationship Map & Member Contribution form
  - a. Relationship Map – Tannis sent draft map to all showing the relationship of Partners members to each other. Suggestions that the map should be simplified and that it might be good to show *potential members* on the map as well (to help document the players & who we have contacted). Tannis will rework and resend to group. Tannis will also start the “big picture” relationship map which will show how Partners relates to other Provincial & National health & healthy-living organizations.

- b. Member Contribution Form – All have approved the form with no additional changes. Tannis will send to all members with the request to complete this form for the fiscal year (April 1 '07 - March 31<sup>st</sup> '08).
  - c. Membership update – LOU/ invitation to join Partners has been sent to: the Public Health Agency of Canada (Larry Flynn, Laura Donatelli), Healthy Child Manitoba (Jan Sanderson, Rob Santos, Leanne Boyd), Manitoba Education, Citizenship and Youth (Anne Longston, Jean-Vianney Auclair Heather Willoughby), Lung Association Manitoba (Joy Letkemann), Canadian Diabetes Association (Greg Unger), and the Kidney Foundation (Val Dunphy). Tannis will follow-up with these contacts and also with Burntwood and Churchill RHAs ref. the LOU/membership.
  - d. January 10<sup>th</sup> Youth Risk Factor Surveillance workshop - the report has not been sent out yet. Partners' logo, membership list, and contact info. will be added before it's sent to conference participants and Partners members.
5. AGM update & draft agenda - Debbie
- a. MB Health & Healthy Living has been invited to attend and bring greetings – they will let us know. Kirsten Anderson has offered to bring in (pay for) Roy Cameron to attend. No answer from Roy yet. Debbie will follow-up.
  - b. Mark offered that CCS MB division would pay to bring in a speaker in the event that Roy Cameron cannot attend. Hans Kruger of H. Kruger and Associates Inc. (formerly of the BC Cancer Agency and PPAG) was suggested.
  - c. MB Healthy Living Resource Clearinghouse (New PPHL Member Cathy Stevens) has kindly offered to contributed \$750.00 toward the food for the AGM
  - d. CCMB will pick up the balance of the food tab for the day
  - e. AGM will be held at the U of M Brodie Building on McDermot, 2<sup>nd</sup> floor, room 204. This room is no charge to us. Madeline to take pictures of the space and send to all.

- f. Guest list / number of people per membership allowed – suggested that it be the primary contact at the member organization plus up to 3 guests. Potential member orgs will also be invited (2 guests each).
  - g. Menu will be same as last year – reasonably healthy choices. Will need to ask about food allergies.
  - h. Terms of Reference can be resent to all members, but will ‘stand’ (not be re-addressed) at the AGM unless there are issues.
  - i. The relationship maps should be sent out to all members, and should be included in agenda (PPHL Update – Debbie/Tannis).
  - j. Draft agenda is reviewed, suggested that members be given a framework for their presentations. Could be “top 3 Partners successes & top 2 challenges “. Could also include an ice breaker – ie. trivia about their region. Presentation can be oral or PowerPoint format.
6. Surveillance/Knowledge Exchange working group update – Catherine Hynes
- a. Draft Terms of Reference for Surveillance/knowledge exchange working group accepted as is, Doreen motioned to approve, Cathy seconded.
  - b. May need to limit this group to 1 person per PPHL member in the future, but if the working group splits up into two groups (RFS and KE working groups) this may not be a problem.
7. HSFM grant update – Debbie
- a. The following RHAs have applied for and received HSFM grants:  
Interlake, Parkland, Central, Burntwood, Winnipeg RHA, South Eastman, Brandon, and Norman.
  - b. 23K in grant money still available.
8. Primary Health Care Lens – Jennifer & all
- a. Agreed that it is a tool that needs to be developed further, but may be a good fit for Partners down the road. Should find out if it has been done already somewhere else (i.e. Ontario). If so then may be we can adopt.
  - b. Doreen (on Tannis’s behalf) agreed to research this and also to contact Betty Kozak to set-up a teleconference to discuss further.

9. PHAC – National Risk Factor Surveillance Think Tank Forum – Doreen Fey -  
deferred until next meeting
10. New business – defer items until next meeting.
11. Next Executive meeting, April 30, 2008, to finalize AGM.
12. Next Partners Membership meeting, May 23, 2008 -AGM.