



Coordinating Committee Meeting
Wednesday, August 24th 2011
Thompson Room, CancerCare Manitoba (6th floor)
1:00 P.M. – 4:00 PM

In Attendance:

Jennifer Baker (phone)
Debbie Brown
Jane Griffith, CLASP Chair
Catherine Hynes
Madeline Kells (Minutes)
Carly Leggett
Nancy McPherson, ARFS Chair
Heather Sparling, DARP Chair
Cathy Stevens
Donna Turner

Regrets:

Tannis Erickson, YHS Chair
Doreen Fey
Mark McDonald

Minutes: 1:10

1. Welcome Donna Turner
2. Approval of Agenda Donna Turner
3. Approval of Minutes of June 9th and follow-up on action items
 - a. Minutes approved by Nancy McPherson and Debbie Brown seconded
 - b. Donna suggested that in future action items contained in the minutes should be bolded.
 - i. item 4 - **Debbie will confirm with her assistant Carol Lee that the room at the Canada Inns Fort Garry has been booked for next year's May 11 AGM.** Carly did send out thank yous to the out-of-town guests/guest speakers etc.
 - ii. item 7 c) CLASP presentation - Kate McGarry is working on this.

- iii. item 7 d) DARP Heather suggested that they will follow-up with applicants via letter.
- iv. item 8 - school division membership and invite letters to Frontier, Louis Riel and Hanover school divisions.

4. Website Update Carly Leggett

- a. Carly met with Mike from HIC, the revisions to the PPHL portion of the website will make it more user-friendly. This will include a members-only document repository for pertinent PPHL documents. It will also be linked to multiple search engines so that the PPHL information will come up more often.
- b. Regarding the PPHL email address, Debbie said that she did not get any emails to it, but it will need to be set up to go to a new contact possibly Donna. **Donna suggested it be set up to go to Carly. Carly will talk to Mike.**

5. Membership Update and Length of Term (CC) Donna/Carly Leggett

- a. Donna noted that unfortunately CCS has not been able to provide a replacement for the role of Partners Chair, nor someone for the role of administrative support. Donna has suggested that they could provide monetary support to 'buy' admin support. Donna also suggested that if another organization provided admin support on a rotating basis this would help the Partners look more like a "partnership". **Donna asks that if anyone can provide an option that they contact her directly.** Madeline will do minutes in the meantime.
- b. Carly noted that next May, several Coordinating Committee memberships will rollover/expire, and that we will need to prepare a succession plan to avoid having problems. There was some discussion that the TORs may have provided some instruction on the subject (see except below from PPHL Terms of Reference May 28 2010.doc, note 5.2.2).

5.2. PPHL Coordinating Committee

5.2.1. The Coordinating Committee will consist of the Chair (Host Organization), the Past-Chair, the Working Group Chairs, and representatives from up to 5 member organizations.

5.2.2. Terms of appointment on the Coordinating Committee are for a period of 2 years, but a Member may serve beyond this period if needed.

Consideration will be given so that no more than 50% of the members' terms can expire at any one time.

Donna asks that all Coordinating Committee members let her know whether or not they will let their membership stand (at the next AGM) via email to her.

- c. Regarding membership, Catherine Hynes suggested that perhaps the RHAs at the table (IRHA, NORMAN, Central) should rotate, leaving the core NGOs at the table (HIC, CCMB, CCS, HSFM).
 - d. There was a question as to whether or not the Coordinating Committee was at max (participation). (see 5.2.1 from PPHL Terms of Reference May 28 2010.doc). Answer we can have up to 7 people at the table as outlined in 5.2.1. plus Working Group Chairs. We are at max: CCMB (new chair), HSFM (past Chair), IRHA, Central, NORMAN, HIC and CCS.
6. Strategic Planning Donna Turner/ Carly Leggett
- a. Carly provided two handouts, WORKPLAN and ACTION ITEMS intended to work together to form the PPHL strategic plan. Working on the Action Items document, the committee was asked to discuss, decide on the Key Activities, Action Items, Status and Lead/Point Person. See revisions to documents attached.
7. Funding Requirements and Planning Donna Turner
- a. Nancy suggested that funding become a standing agenda item, all agreed.
 - b. Need to follow-up on the \$40K w/HCMO and Minister Rondeau before the election. Carly will draft a letter from Donna.**
 - c. Nancy reported that we were not successful in our bid to receive grant funding from HSFM. Other suggestions for funding for the ARFS pilot include: region-specific foundations (such as CCMF), other NGOs. In-kind support from our Partner RHAs.
8. Working Groups Update
- a. Tannis Erickson - Youth Health Survey (YHS)
 - i. Carly (for Tannis) reported that the YHS “tool” (2012 survey) is coming along well, the methodology working group will meet in the fall to review and finalize.
 - ii. Video about YHS survey is also coming along well. It will be available in English and French, at a cost of \$3 each. The plan is to order 100 to start, but more can be done at the same price if needed. **The Coordinating Committee is to review the final draft CD prior to its official release.**
 - b. Nancy McPherson - Adult Risk Factor Surveillance (ARFS)
 - i. Group has identified the key themes and survey content.
 - ii. She met Don Dilman at the conference in Atlanta (see excerpt below from Washington State University website www.sesrc.wsu.edu/dillman):



Dr. Don Dillman is Regents Professor and the Thomas S. Foley Distinguished Professor of Government and Public Policy in the Departments of Sociology and Community and Rural Sociology at Washington State University. He also serves as Deputy Director for Research and Development in the Social and Economic Sciences Research Center (SESRC). He is recognized internationally as a major contributor to the development of modern mail, telephone and Internet survey methods. In 1970, he was founding coordinator of the SESRC's Public Opinion Laboratory (1970-1973), one of the first university-based telephone survey laboratories in the United States.

- iii. Don is supportive of our work, and has kept in touch with Nancy. Donna suggested that he would be a great keynote speaker at our 2011 AGM. The AGM could have an ARFS theme. We would invite him to do other lectures in the city while he's here (Community Health Sciences, UofM), could then share expense.

iv. Nancy will ask him if he'd be interested.

- c. Jane Griffith - Coalitions Linking Action & Science for Prevention (CLASP)
 - i. The cross-case-study report is coming. Will be shared at the youth excel CLASP National Forum in TO Oct 25-26.
 - ii. The provincial report has been circulated to all stakeholders for their review.
- d. Heather Sparling - Data Access Review Panel (DARP)
 - i. DARP has approved one application for data, and returned another (Teresa Mayer) as they wanted the data divided by geographic groups. Cannot do comparisons, although down the road urban vs rural comparisons may be possible.

Coordinating Committee is to advise Carly of any edits to the Who We Are document and invitation letter that we did not have time to review during the meeting. Friday Sept 9th

- 9. Next Meeting (Full Membership-Friday, September 9th, CC- Friday, October 7th)

Meeting adjourned 4:10