



Coordinating Committee Meeting  
Monday, April 11, 2011  
Time: 1:30 - 3:30 PM  
Heart & Stroke Foundation of Manitoba  
6 Donald Street  
Executive Boardroom

**Attendees:**

Debbie Brown, HSFM (Chair)  
Donna Turner, CCMB  
Doreen Fey, Interlake RHA  
Jane Griffith, CLASP Chair  
Carly Leggett, CCMB  
Cathy Steven, HIC  
Carol Lee, HSFM

**Telephone:**

Jennifer Baker, RHA Central  
Catherine Hynes, NOR-MAN RHA  
Heather Sparling, DARP Chair  
Nancy McPherson, ARFS Chair

**Regrets:**

Tannis Erickson, YHS Chair  
Linda Venus, CCS MB Division

**Legend:**

**CCMB:** CancerCare Manitoba  
**HSFM:** Heart and Stroke Foundation of Manitoba  
**HIC:** Health In Common  
**CLASP:** Coalitions Linking Action & Science for Prevention  
**ARFS:** Adult Risk Factor Survey  
**CCS:** Canadian Cancer Society  
**DARP:** Data Access Review Panel  
**CDPI:** Chronic Disease Prevention Initiative  
**YHS:** Youth Health Survey

**Minutes:**

1. **Welcome at 1:38 P.M.**
2. **Approval of agenda – Amended: Added briefing on meeting with Primary Prevention on April 7. Added after membership Approved with amendment**

### **3. Approval of minutes of March 22, 2011 –**

The committee asked for an amendment to the minutes. Amended minutes were approved.

### **4. AGM Planning**

- Have sent out an invitation letter to Minster Nancy Allan asking for her to speak at the AGM.
- Sent out “HOLD THE DATE” to all members
- Cathy Steven, on behalf of HIC: HIC will fund \$2,000 toward AGM costs
- HSFM will cover the rest of the costs, approximately \$2,700.00 as the total should be approximately \$4,700.00 for up to 120 persons attending.
- Need to send out invitations with notification to PPHL members that the invitations can include up to 5 persons from each member organization.
- A hard copy invitation needs to be created to send out to guests.
- The committee discussed the agenda for the AGM.
- Donna Michaels, Superintendent from the Brandon School Division, may be a back up speaker in case Nancy Allan cannot make it.
- Would be good to congratulate the education department concerning building 10 new gymnasiums.
- PEI has confirmed their attendance and they will present during the interactive piece. Waiting to hear from New Brunswick.
- Would like the three provinces to share what they are doing and then break into small groups: “Based on what you have heard today, what would help you to move forward?”
- Videos will be shown between segments from: ARFS Interviews; CDPI from Altona School; there is one on smoking that would be good. Carly and Jane to work on this. Another suggestion is to create a knowledge exchange via “musical chairs”, directed by Cathy Steven.
- Debbie, Linda and Carly to work on finalizing the agenda, put together a draft and send out for everyone to review.
- For guests, Carly will email the invitations out and follow up with a phone call.
- Applying for CLASP financial support to fund travel for the out of town guests.
- Would be good to have a list of what different groups are doing and what all of the members are doing.
- For follow-up after the AGM, PPHL should produce a two to three page work sheet showing the evolution of PPHL; include all members and what they are doing.
- During AGM: Have paper on the wall, and have people place their needs or funding ideas on the board, then everyone can see
- Make sure that funding is on the agenda every time for each working group.

### **5. Strategic Plan:**

- Updates to the Logic Model:
  - Date was changed to read: Revised April 11, 2011, referencing original date of June 2010.
- Work Plan: Carly will see if there are changes that need to be made and she will get back to the Coordinating Committee.

- Place this on the June meeting Agenda.

## **6. Funding Requirements:**

- Create a master plan to identify funding resources at the June, 2011 CC meeting.
- The CC will begin the process of determining the priorities for funding resources.
- The working groups may identify avenues, however the CC should be the decision maker concerning who to approach for working groups funding.
- Send out emails to working group chairs and have them gather information; suggestions for funding resources; foundations; Thomas Sill Foundation; grants; private industry, etc.
- “Big On-Line” is a good resource that Cathy will look into.
- CC needs to remain aware of the work done at the working group level.
- Working groups need to stay in communication with the CC in order to make sure everyone is always informed on who is funding what.

## **7. Membership - Ms. Debbie Brown**

- Frontier School Division would like to join. Do they meet member criteria?
- As for French speaking, we need to be sure they understand that we cannot afford translation, but they are certainly welcome if they can provide their own translators.
- There was discussion about inviting school divisions
- School divisions are welcome to join with the expectation that these are working groups
- Louis Riel, Hannover and Frontier are invited to join PPHL as they are each currently involved in working groups.

## **8. Working Groups**

### **Youth Health Survey-Carly Leggett reported:**

- Knowledge exchange wants to put together a video and there is some money left over for this
- Money came from ARFS Symposium and since they partnered with CDPI, there was money left
- Carly will double check the original agreement to make sure these funds are available to use for the video. If the agreement is for knowledge exchange, then the funding for the video will be approved.
- Then send an email to the CC to inform everyone the outcome of the agreement.

### **ARFS: Symposium-Nancy McPherson reported:**

- Completed the final report from the January 26<sup>th</sup> Symposium and will need to be approved by the CC in order to get it out to the rest of the membership.
- The CC has approved the report
- Working groups are set up for May and June
- A Letter of Intent will be sent in to HSFM to begin the HSFM Challenge Grant application
- Exploring other funding opportunities

**CLASP:**

- No report at this time

**DARP-Heather reported the following:**

- One review was sent in. Met on March 8 and it was approved.
- Jessica has resigned her position. Heather will need to look further for assistance
- Carly's piece has been submitted for publication in the Journal of Public Health and has been sent back to Carly for some minor revisions. The CC congratulated Carly.

**9. Update on April 7 meeting with Primary Prevention Syndicate (PPS)**

- Donna Turner reported that Sande Harlos gave a thoughtful picture of the workings of the Primary Prevention Syndicate-Central Planning Table (PPS-CPT) during the meeting.
- Meeting minutes will be available to PPHL CC and full membership when they are completed.
- Donna Turner feels that the Syndicate is a way for people to meet and communicate where PPHL is a working group.
- Doreen Fey did not feel she had enough time due to another meeting; feeling rushed and was not able to stay for the entire meeting.
- Nancy McPherson was not able to attend at the last minute.
- Donna Turner shared that PPS is not trying to be above any other groups. PPS is on the same level with the same goals as PPHL. They are more a facilitator of information flow.
- PPS is action based with the goal of open communication developing into a better understanding of what other groups are doing, how they are accomplishing their goals and sharing the information with each other.
- PPS members are concerned about the miscommunication and want to make sure this is cleared up.
- PPHL was not slotted into any particular space at the PPS table. However, since PPHL's strong commitment and clear direction in creating surveillance is so important to what is going on in Manitoba, it makes sense that PPHL would sit on the surveillance table at this time. That will change down the road when PPHL moves into other areas of primary prevention.

**10.** Next meeting: June 9, 1:30 at Canadian Cancer Society.

**11.** Adjournment: The meeting was adjourned at 3:56