



Coordinating Committee Meeting

Oct 7, 2011 1:30 - 3:30 P.M.

CancerCare Manitoba

Brandon Room, ON4023, 4th floor

Dial in - 1-866-464-4026 Code- 5498180913

Invitees:

Debbie Brown
Jane Griffith, CLASP Chair
Tannis Erickson, YHS Chair
Catherine Hynes (phone)
Madeline Kells (Minutes)

Carly Leggett
Nancy McPherson, ARFS Chair (phone)
Heather Sparling, DARP Chair
Donna Turner

Regrets:

Jennifer Baker
Mark McDonald
Doreen Fey
Cathy Stevens

Agenda:

1. Welcome - Donna Turner
2. Approval of Agenda - Donna Turner
3. Approval of Minutes of August 24, 2011 and follow-up on action items - Donna Turner
 - a. Action items
 - i. 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. Room is booked, as a note, Carol is no longer w/HSFM.
 - ii. Donna suggested it be set up to go to Carly. Carly will talk to Mike. As contact emails are on the web, it is decided that the PPHL email is no longer required.
 - iii. Donna asks that if anyone can provide an option that they contact her directly. No options at this time, Madeline will stay on minutes.
 - iv. 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. So far those who have responded said that they would stay on the committee.
 - v. Need to follow-up on the \$40K w/HCMO and Minister Rondeau before the election. Carly will draft a letter from Donna. Letter sent to Jim Rondeau and a copy to Jan Sanderson on 20 Sept.

- vi. The Coordinating Committee is to review the final draft CD prior to its official release. CD Not done yet.
 - vii. Nancy will ask him if he'd be interested. Nancy emailed him, but has not had a response yet.
 - viii. 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. **Owing to discussions about membership, final edits were delayed - new revised version attached (see separate file) to be reviewed by committee and comments sent to Carly prior to November 3rd Coordinating Committee meeting.**
4. Membership Update/follow-up - Donna/Carly Leggett
- a. Who We Are/Invitation letter updates - both documents were/are on hold until subject of membership is resolved (ref. school divisions etc). A letter will go to Frontier School Division as they self-identified (asked to be a member). Carly did send an email out asking for membership on the ad-hoc membership committee, but she's not had responses yet. **A reminder will be sent out.**
5. Funding - Donna Turner
- a. The letter to Minister Rondeau was sent out on the 20th September. Dr. Rob Santos has been following up and there may be additional financial support available to us. An additional \$40K possibility has been discussed with MB Healthy Living Youth & Seniors (Coordinator, Healthy Schools Initiative, Andrea Lamboo-Miln).
 - b. Need an organized approach to get funding - must also have a budget for ARFS/YHS so that we are clear about how much is needed (Rob Santos was given the budget for the YHS) for the work we do. Will need to organize a budget for ARFS so that it can be presented to prospective supporters.
 - c. Possible funding opportunities discussed: Assembly of Manitoba Chiefs, MMSF Foundation, MB Health Research Council, and the Winnipeg Foundation.
 - d. Jane & Tannis have been in contact with the AMC as they expressed positive interest in ARFS.
 - e. Also mention of a \$95K sum from Minister Rondeau's announcement regarding tobacco cessation - **Jane will talk to Andrew Loughead**, Manager, Tobacco Control and Cessation, Manitoba Healthy Living, Youth and Seniors (Tobacco Control Office) to see if any of that funding could be used by us or the communities to further programs in their regions.
 - f. **Debbie said she would talk to the fundraisers on her staff to help get ideas for funding.**
 - g. **Carly will draft a letter to the PPHL Membership to say that we are actively seeking funding and for them to let us know about opportunities for community-level funding.**
6. Website Update - Carly Leggett
- a. Website progress is good - about another month until all updates are done. Carly will then upload current versions of documents to the site.

7. Working Groups Update

- a. Tannis Erickson - Youth Health Survey (YHS)
 - i. YHS Methodology Working Group has been very busy with writing one document to reflect decisions about pilot testing, identifiers, sub-samples, cohort study
 - ii. KE working group is looking at a reporting template.
 - iii. HCMO has offered to help by scanning the surveys (Teleform software) however there may be some issue with the info not being (entirely) contained in CCMB's domain.
 - iv. Fall 2012 is deadline for completion of YHS
 - v. Discussion about whether or not we could launch the YHS video at the December 8th CDPI Share & Learn Conference, but it was decided that this deadline might not give us time for reviewing/proper editing, also it was decided that it would be better to have the launch at a PPHL function - February Membership Meeting for example.
 - b. Nancy McPherson - Adult Risk Factor Surveillance (ARFS)
 - i. Nomination forms were sent to the RHA PPHL members, the nominated Pilot Communities for ARFS include:
 - ▶ Grandview, Parkland RHA
 - ▶ Steinbach, SERHA
 - ▶ Churchill
 - ▶ Portage la Prairie, Central RHA
 - ▶ Fairford First Nation and Warren, IRHA
 - ▶ Moose Lake, The Pas and Flin Flon, NOR-MAN RHA
 - ▶ Brandon
 - ▶ Potential for Winnipeg community as well (not confirmed)
 - ii. Pilot roll-out will be before next fall. Timeline for survey roll-out, not determined yet - but do not have to follow the YHS timelines.
 - c. Jane Griffith - Coalitions Linking Action & Science for Prevention (CLASP)
 - i. Cross-case report is done & submitted, Will be presented on Oct 25/26th at the YE CLASP National Forum. The Manitoba report has been sent to all of the interviewees - and we've had some favourable comments back.
 - ii. Saskatchewan is planning to go ahead with their own YHS - Jane and Kate are presenting at a YHS Stakeholder meeting in Saskatchewan in November.
 - d. Tannis Erickson for Heather Sparling - Data Access Review Panel (DARP)
 - i. Donna Hill from MB Health helped with revisions to the data sharing agreements.
8. Next Meeting (Full Membership-February 16, 2012, CC- November 3rd, 2011)