

Agenda
CCN Communications Committee
Thursday, January 30, 2003, 8:30 – 10:30am
Sunshine Room, Main Floor, 1509 Centre St. S

1. Approval of/additions to agenda

There was one addition to the agenda: Provincial – Alberta Health and Wellness Campaign

2. Approval of November 22 minutes

Approved as read.

ACTION: Aundrea to contact Russ Kueber, with Suzanne to follow-up regarding joining this committee.

(Nicola – I think it was me to contact Russ and Aundrea to f/up)

3. Update on Steering Committee meetings

Suzanne provided an update on the last two Steering Committee meetings.

- The Surveillance Committee has submitted a proposal to conduct a physical measures survey in conjunction with the 2004 Canadian Community Health Survey.
- The High Blood Pressure Committee has completed a slide presentation. It has been posted on the website for anyone to download and use.
- There are public blood pressure forums starting up, beginning with Forest Lawn Seniors Association.
- The Primary Prevention Committee is involved with two projects: The Prevention of Obesity in Children- Community Toolbox Project and the CLANS (Connecting Local and National Strategies) project.
- CCN Coordinator's function was reviewed and revised. She has four key roles:

- Steering Committee development
- Communication with, and support to, subcommittees
- Community partnership development
- Special initiatives related to overall CCN goals.

4. Connecting Local and National Strategies (CLANS)

The Terms of Reference of CLANS are being developed, and the project is progressing well. There may be further CCN involvement in this project as it develops.

5. Workgroups

– formation and updates

There was discussion on the various workgroups and their roles and membership, as well as the overall role of this committee.

ACTION: Nicola to update the Workplan and email to committee.

Summary of workgroups and their members:

New Members Aundrea Dersch, Anna Barkman

Messages	Laura Fitzgerald, Emily Alstad, (Aundrea Dersch to be cc'd on activities)
Website Promotion	Kathy Hildebrand, Annette Robertson, with Maria Lee as support
Website Updates	Judy Backlund & her staff, Emily Alstad, with Maria Lee as support
Website Development	Emily Alstad for evaluation of website and development of evaluation form, Maria Lee for incorporating new content and support
Website Maintenance	Maria Lee
Monthly Themes	All committee members, with Maria Lee as support
Special Initiatives	TBA

Some of the workgroups have begun to outline their activities. Others will begin work over the next month or so before the next committee meeting. We still don't have volunteers for the Monthly Themes workgroup.

ACTION: Suzanne to send out general list of key related activities/special months, and all of us to provide additional input.

ACTION: All members to contact other members in their workgroup, begin work, and provide an outline or workplan for their workgroup to Nicola by February 27.

ACTION: Nicola to email Marketing Template to committee and request feedback on its format and use for other committees' activities.

ACTION: Suzanne to contact Richard Hovey at U. of C. regarding graphics work.

Aundrea updated us on a chronic disease management proposal being submitted to the provincial government's Capacity-Building Fund. She also alerted us to the International Challenge Day (modeled after Participaction), that the Mayor's Office and City of Calgary is being approached for support.

Emily suggested that two or three members of this committee meet with members of the High Blood Pressure Committee to share information and see how we can support their activities. Emily volunteered to participate in that meeting.

ACTION: Nicola to contact Paul Jeffery to arrange the meeting.

Annette suggested organizing an evening with presentations on each key aspect of healthy living – nutrition, physical activity, elimination of smoking.

– Annual General Meeting

The Annual Meeting is being scheduled as a morning event followed by lunch. It will have a brief overview of the "business" of CCN, then will feature keynote speaker Danielle Pratt, author of Healthy Scorecard. The date will be June 5 or 12;

location still to be finalized. Kelly Blackshaw and Anna Barkman have volunteered to help organize the event.

6. Budget

The draft budget for the committee was circulated and briefly discussed.

ACTION: Workgroups to provide feedback on the draft budget to Nicola by February 27.

7. Other Business

Due to lack of time, there was no other business.

8. Next meeting – date and agenda items

With the next Steering Committee meetings set for February 21 and March 21, it was decided to hold the next Communications Committee meeting on **Friday, March 14, 2:00-4:00pm, at the Centre 15.**