

## Meeting Notes from CCN – April

### Steering Committee

- S/C Approved – \$600.00 for the posters, \$500 for the welcome package and approval of the \$4025.00 for the Maria @ Go Monster.
  - i. Is the budget a global budget and the sub committee can shift funds among the allocation? (Action – Andrea to check on this question).
- Steering Committee has approved a separate budget for the annual event.
- Steering Committee has asked that members on all sub committees identify who will participate for 2004/05.  
**Action – Communications will survey their committee for 2004/05**

### Update on Web site

- Maria identified hits to web sites. Web site is most active on weekends, mid afternoon. Most active sites are healthy eating, cholesterol etc.

### Posters

#### Type of Poster-

- Laminate 11X17 (?) + Tear off pads - \$.40/pad of 4.5'X5.5"
  - Action: Annette - No minimum order to be confirmed
  - Action: Annette to determine best approach to poster size
  - Action: Annette will forward pricing etc to Nicola for final approval (laminate +other + other)
  - Action: Suzanne – to check on distribution of the poster through internal system.
  - Action: Distribute poster @ the upcoming AGM

### Membership on the Communications Committee

- Committee surveyed members at meeting. All in agreement to continue. Nicola S., Annette R., Laura F., Linda Cuda, Andrea L. Nicola will be stepping down as co-chair in June but continuing to be a committee member. Anyone interested in co-chairing the committee with Andrea, please talk to Andrea or Nicola.
  - Action: Broader Committee to be polled by email
- Andrea identified that the Steering Committee meetings are somewhat difficult to attend. Andrea requested an alternate to stand – (ANNETTE TO BE A 2<sup>ND</sup>).

### Message to the Steering Committee

- Action: Invite the key committee members to the High Blood Pressure, Primary Prevention Committee, Surveillance.

### Annual General Meeting:

June 11, 2004; COP Atco Centre; 09:00-15:15; Target audience –h/c professionals and new potential members; Theme – Healthy Active Lifestyles.

Displays – Using Calgary @ a Glance and fit the themes of the day

- Andrea has identified 8-12 potential invitees; Jeff Chrusch (City of Calgary), Boys and Girls Clubs, Kerby Centre, Chinese Elders, Being Fit for Life, Trim Jim, etc.
- CCN members will not be invited to display.
- Action: Suzanne will co-ordinate the follow up with the invited displayers
- Action – Andrea to check how many displays can be set up.

Site details - are being managed by Kelly Blackshaw

- Action: Suzanne to check on details to ensure that they are being managed by Kelly.

Communications:

- Annette to discuss with Ron and Charlotte re: media for the event.
- Quick announcement has been done to CCN members (Suzanne), Notice has been on the web site,
- CBC announcement + Shaw Announcement
- Calgary Health Region – Media Release + others to be investigated by Suzanne.
- Posters – Annette will check out posters for distribution at hospital and in hospital
- Suzanne will check to see if posting possible on Calgary Health Authority Web site and in APPLE
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Other : Calgary Federation of Community Leagues - \$15.00/community, n=131 sites, opportunity to update on slide kit?

Other: Laura to draft funding request for May 20, 04 based on the development of a good excel spread sheet based on CLANS data.

Next Meeting: Thursday, May 13, 2004, 5:00-7:00pm.

- Action: Andrea to contact chairs of other CCN committees to invite them to attend.