

**CCN PRIMARY PREVENTION WORKING GROUP  
MINUTES**

**Wednesday, November 26<sup>th</sup>, 2003**

**1:30 – 3:00 pm**

**Present:** Marni Wilks, Suzanne Galesloot, Jayne Thirsk, Ellen Murphy, Karen Caughey, Heidi Reisch, Liz Young, Theresa Cochran, Cynthia Smith, Corinne Parker

**1.0 Additions to Agenda/Approval of Minutes**

- Addition of Co-Chair to agenda as 3.3 under Business Arising
- October 9<sup>th</sup> minutes approved.

**2.0 Introductions**

- PPC welcomed Karen Caughey from CDA who will be replacing Denise Bell on the Committee.

**3.0 Business Arising**

**3.1 Update on CLANS**

- The draft CLANS report has been distributed to CLANS committee members for review and will soon be sent out to CLANS participants.
- Discussion surrounding what PPC felt they could commit to with respect to implementing CLANS priorities took place as PPC felt they should lay out some parameters. Implementing the priority of Smoke-Free Calgary will not affect the workload of PPC. The priority of Socio-Economic Inclusion will be brought back to the CCN Steering Committee. Team CLANS (involvement of non-traditional community partners) will be incorporated into all priorities.
- It was decided that the priorities of School Policy, Calgary Walking, and Mechanism for Collaboration (sustainability of Calgary at a Glance) could possibly fit into the objectives of the PPC and could possibly be incorporated into PPC work plans. More discussion needs to take place with the CLANS planning committee first.
- There was discussion on the need to increase PPC membership in order to implement CLANS priorities. Once the CLANS planning committee has met to discuss implementation of CLANS priorities, PPC members will personally follow up with those participants who indicated an interest in helping to implement relevant CLANS priorities (based on list from CLANS report). They will be invited to participate in the January 22<sup>nd</sup> action plan meeting.
- It was identified that the CLANS priorities were missing certain areas of the lifespan and that we should include them in our planning. The group decided that it was important to start small, decide on what exactly we are doing, and gradually incorporate partners/projects covering the entire lifespan. There was a lot of discussion around who else should be at the table who was not at CLANS. It was decided that once the working groups were formed, each group would then decide who else needed to be involved.

**Action: 1) Await the final CLANS report. Gather names of people who indicated an interest in implementing CLANS priorities. Make phone calls to those participants to see if they are interested in becoming a member of PPC and attending January 22<sup>nd</sup> action planning meeting.**

**2) Karen, Suzanne and Marni to meet on Dec 5<sup>th</sup> to identify participants who should be called.**

### **3.2 Strategic Planning**

- The group began discussions on the need for a Strategic Planning session. Is it necessary now that CLANS is complete?
- Consensus was that there is still a need for a meeting on January 22<sup>nd</sup> but that the title Strategic Planning was inappropriate. The focus of the meeting will be further action planning based on CLANS priorities of School Policy, Calgary Walking and Mechanism for Collaboration. All CLANS participants who indicated on interest in implementing CLANS will be invited to attend the planning session.
- The group felt that PPC should act as in an Advisory capacity, however this would not restrict PPC members from participating in, or heading up a working group.
- Goals of PPC: 1) Information sharing 2) Collaboration on new projects/opportunities that arise 3) Special Projects/Actions resulting from CLANS 4) Continue with existing projects

**Action: 1)Karen, Suzanne, and Marni to meet Dec 5<sup>th</sup> to identify goals and objectives for PPC, revise Terms of Reference, discuss goals and objectives for January 22<sup>nd</sup> meeting. Karen to draft up PPC goals and objectives prior to meeting on Dec 5<sup>th</sup>.  
2) Marni to meet with Wayne Page on Dec 8<sup>th</sup> to discuss goals and objectives for January 22<sup>nd</sup> action planning session**

### **3.3 Co-chair**

- The need for a committee co-chair was discussed. Responsibilities include: meeting with chair one week prior to PPC meetings to discuss agenda items, assisting with meeting facilitation, following up on actions identified in meetings, taking minutes on a rotational basis with the rest of the committee members. Corinne said that she would assess her workload in January to determine whether she could take on this role.

### **4.0 Information Sharing**

- Calgary is hosting a conference on January 29<sup>th</sup> and 30<sup>th</sup> entitled "Engaging Ourselves in Building Community Capacity." Corinne and Heidi will be attending and will represent PPC.

### **5.0 Next Meeting**

- The group decided to correspond via email to revise the Terms of Reference, determine goals and objectives and to assist with planning the session in January.