



**Thursday, January 23, 2004**  
**CCN Resources Committee Meeting**

**Attendees:** Judy Backlund, Pat Culham, Dr. Charlotte Jones, Suzanne Galesloot

**1.0 Welcome and Introductions**

Welcome and introductions made. Meeting expectations reviewed.

**2.0 Role of HH Program, Calgary Health Region with the Calgary Cardiovascular Network**

Suzanne and Charlotte provided a brief overview of the history of the CCN, CCN Committee Structures and history of relationship of the regional Heart Health Program with the CCN.

**Decisions:** The following were discussed and agreed as continuing commitments of the Heart Health Program with the CCN

- a) Heart Health Program Designate for Director, Heart Health Program to continue to sit on the CCN Steering Committee. Current designate is Judy Backlund
- b) Heart Health Program Designate on CCN Steering Committee to assume role of chair or co-chair for the CCN Resources Committee
- c) CHR Heart Health Program to continue to provide the program Operational Account for CCN financial expenditures
- d) Administrative support for financial recording and reports of the CCN and CCN Committee initiatives

**3.0 Business Arising**

- 3.1 CCN Contracts – Suzanne discussed the CCN personnel contracts that required amendments – or the development of new contracts.

**Action:**

- a) Suzanne to draft memo and schedule “ A” for contracts for Susan Kehoe (CLANS Project) and Esther Suter (CLANS Project).
- b) Suzanne to draft memo and new contract for CCN Website – with Maria Lee, IdeaHamster Designs.
- c) Suzanne to draft memo and draft contract (for review, discussion and further development) of support/coordinator for CCN High Blood Pressure Committee work.

- d) Judy Backlund and Pat Culham to review contracts and oversee contract approval and “processing”.
- e) Gisele Woodhall to keep records related to all CCN contracts

### **3.2 CHR Food Policy and Impact on CCN Events**

The CHR Food Policy and its implication on CCN activities/events was discussed. Pat assured the group that this had limited bearing on the work of the CCN, as our funding base was external to the Calgary Health Region.

**Action:** Pat to oversee any action necessary related to food procurement at CCN events and CHR Policy regarding this.

### **3.3 Financial Reports for 2003 Fiscal Year**

Discussion of 1) the need for Balance Sheet and Operating Statement for the CCN Annual Event 2) difficulty coordinating CCN financial year end of Dec 31 with Regional financial year end of March 31.

#### **Decisions:**

- a) Recommendation to the CCN Steering Committee that the CCN Financial Year end be March 31 – to coincide with the reporting requirements of the CHR Operational Accounts and the Calgary Health Trust.
- b) Recommendation to the CCN Steering Committee that for the 2003 Fiscal Year - the CCN Report on January 1, 2003 to March 31, 2004.
- c) Recommendation that this change be reflected in the revised/renewed Governance Document.

### **4.0 CCN Resource Committee Items of Future Need**

CCN Resource Committee Items of Future Need, CCN Resources Committee 2004/2005 Work Plan items were briefly discussed. The following were identified as needs:

- a) Resources Committee Membership – re-population of the Committee membership
- b) Review and revision of CCN Resources Committee ToR
- c) Development of CCN Resources Committee workplan for 2004/2005
- d) Fundraising plan
- e) CCN Operational Budget
- f) Review and revision of CCN Governance Document (current document valid until January 1, 2004)