



**Thursday, February 5, 2004
CCN Resources Meeting**

Attendees: Judy Backlund, Suzanne Galesloot

1.0 Purpose of Meeting

Judy and Suzanne reviewed the purpose of the meeting to be:

- Review and changes to existing Resources Committee ToR
- Discussion of work plan items
- Contracts and other related issues.

2.0 Resources Committee ToR

Review of ToR

Actions:

- a) Judy to incorporate changes and circulate to Pat Culham for discussion. To be taken/distributed to CCN Steering Committee at Feb 04 or April 04 SC meeting
- b) Suzanne to forward onto Judy ToR from CCN Communications Cttee and Primary Prevention Cttee.

3.0 Workplan Items

Initial identification of Resources Committee workplan items.

These were:

- a) Governance Document Review and revisal – Judy to involve practicum student in this work
- b) Development of broader Resources Committee membership
- c) Fund-raising for CCN Operations
- a) to continue to provide the program Operational Account for CCN financial expenditures
- b) Administrative support for financial recording and reports of the CCN and CCN Committee initiatives

4.0 Contracts

CCN Contracts – Suzanne to send revised contracts – as per January 23/04 meeting to Judy and Pat.

5.0 Financial Reports

Suzanne and Gisele Woodhall met to review CCN Financial Reports. Gisele to develop Excel Spreadsheet based on the discussion.