



April 12, 2002

**Steering Committee Meeting
Room G153, Health Sciences Centre
9:00 am – 11:00 am**

In Attendance Ms. Karen Foudy, Ms. Suzanne Galesloot, Mr. Paul Jeffrey, Dr. Charlotte Jones, Ms. Ellen Murphy, Mr. Ron. Newman, Ms. Janice Stewart, and Mr. Lyle Walton

Regrets Dr. Norm Campbell, Dr. Penny Hawe, Mr. Martin Law, Dr. Richard Musto, and Dr. Karen Then,

	Action By
<p>1.0 Welcome and Introductions Karen Foudy introduced as an alternate to Janice Stewart on the CCN Steering Committee.</p>	
<p>2.0 Review agenda and Approval of December 20, 2001 minutes. Minutes approved as circulated.</p>	
<p>3.0 Advocacy Items <i>Wellness Alberta Committee - Follow-up</i> CCN involved in actions of this group as network that supported this initiative. No known announcement regarding any government decision on the use/allocation of funds from the tobacco tax increase.</p> <p><i>Alberta Campaign Against Tobacco (ACAT)</i> CTRAC remains the local coalition involved with Tobacco Reduction. R. Newman attended the ACAT press conference, on behalf of CCN and CTRAC chair K. Then. Partners involved with ACAT include the Alberta Lung Association, Action on Smoking and Health, Alberta Urban Municipalities Association, Alberta School Board Association, Child & Family Services Authorities, Regional Health Authorities, and AADAS Youth Comm. S. Galesloot distributed copies of the Comprehensive Tobacco Reduction Strategy produced by ACAT. CTRAC: CCN involvement is probably best as providing letters of support, forwarding news and requesting support from CCN members in supporting the next phases of the smoke-free bylaw.</p>	<p>L Walton agreed to report to CCN Steering Committee on CTRAC/ ACAT activities as an alternate to K.Then.</p>

4.0 Subcommittee Business

4.1. Subcommittee Reports

Communications Committee - L. Walton

L. Walton reported for the Communications Committee. Last meeting held February 28/02. Succession planning discussed with the recommendation that committee members look at recruiting members to replace themselves on committees, a 2-year "rotation" was suggested. The Communications committee is developing a marketing template that can be used for CCN website marketing and by CCN committees for their activities.

Printed copies received of the CCN one pager info sheets (20,000) and Website bookmarks (20,000). Key committee outputs include: monthly update to members, monthly website updates, ad hoc e-mails (re advocacy issues), and links on website.

Positive feedback from membership re this update process and content.

Process for approval of member e-mail updates. C. Jones, R. Newman to provide final approval. Submission form is now on the website: requests go to website email address, S. Galesloot checks weekly, compiles for review by Communications Committee, monthly summary of changes forwarded to Maria Lea (webmaster) for monthly changes. Note: BP questionnaire now on CCN website via link to Heart and Stroke Foundation site.

Surveillance Committee

C Jones reported this committee has been meeting with progress on developing a regional proposal/approach to CVD surveillance. The Committee is currently looking at doing a physical measures sampling of participants in the Health of Calgarians survey.

Primary Prevention Task Team – E. Murphy

A number of the work group members were involved with planning, implementing and attending the Chronic Disease Prevention workshop in Edmonton. Current work group activities include development of a Letter of Intent for the Population Health Promotion Funding. The target population for this funding is nutrition and physical activity for school-aged children and youth. The group has also been involved with promotion the Summer Active Campaign.

Community advocacy group: looking at literacy aspects of website; request that a link to Primary Prevention and Communication Committees is optimal.

L. Walton to recruit someone from Communications Committee to participate in the "community advocacy group".

High Blood Pressure Task Team

P. Jeffrey reported on the activities of this group. Terms of Reference finalized.

Blood Pressure questions placed on CCN website via link to Heart and Stroke Foundation website. Public/professional slide kit is getting close to completion. Summer student allocated to CCN to assist with the slide development. Dissemination plans include: posting on CCN website. Public forum: planning for forums in Fall 2002, and 2003.

Other projects include the formation of a workgroup to investigate/address the issue of standard blood pressure measurements across pharmacies.

Calgary Fire Department being set up as a training center for BP measurement (only one in Canada). Clients will be other Fire Departments, and could include health care professionals (pharmacists, nurses, etc.) A number of media events re: the CFD Blood Pressure Screening Program have transpired: CBC in the Fall, CTV March, CFCN Karen Owen.

The Cholesterol Screening Program launch is planned for April 26. The program is in a pilot operation phase: to be initiated with screening days at designated firehall on designated days. A trial of 4 cholesterol screening days is planned for Spring 2002; Reviewed for Fall 2002.

Other

Southern Alberta Cardiovascular Institute

J. Stewart reported on the progress of the Steering Committee for the SACI. Dr. Jackson (former Dean of Kinesiology) has been contracted to develop the report. Business plan is due by June 2002. Plan to include: clinical services, research, prevention. Plan includes physical buildings.

Additional CoChair/Coordinator Activities

Canadian Stroke Network funding. Modified CCN "CLANS proposal" submitted, with a focus on High Blood Pressure. Expect to hear about funding by end of April.

Still have not heard from Health Canada re: CLANS proposal (expect to hear also by end of April).

Large collective effort to update the CCN membership and database list.

Resources – J. Stewart

Financial function: Financial statements now completed, used program developed by CHR finance people. Approximately \$17,000 available to CCN.

Upcoming Expenses: AGM: \$3-4,000; draft budget to be available for next meeting. In process of developing operating budget: ongoing expenses and contingency fund. Operating budget expected to be approximately \$10,000 per year. Key questions are: What do we need to sustain basics on an annual basis; new projects/initiatives that require special funding; whose work/responsibility is it to obtain extra funding.

All committee chairs to communicate with J. Stewart re: projected annual expenses and contingency fund needs.

Action By

Membership Function: Decide on partners: strategic alliance to forward the program: engage other chronic disease agencies e.g. Kidney Foundation, Canadian Diabetes Association.

Discussion re: need to acknowledge funding contributors on CCN website; level(s) of interaction with partners: i.e. may be different for each agency; focus on common risk factors; selection of partners re: those who can contribute to our mission etc.; strategic alliance with energy and time to commit to the Network.

5.0 Annual General Meeting

Letters of invitation to speakers sent out April 4. To follow-up with additional letters of invite to G. Mar, D. Bronconnier today.

Food Budget: Steering committee approved budget for coffee muffins, light lunch, snack, wine and cheese afterward. Total AGM budget expected to be approximately \$4,000 (includes publicity, facilities, food, gifts for speakers, etc.). Final cost estimation and budget projection to be presented at next meeting.

S. Galesloot distributed sample "template" for a written CCN Report for the AGM. Agreement that Committee Chairs use this "template" to prepare their portion of the report and provide to S. Galesloot to compile.

Print invitations to be sent to revised CCN database. All SC members asked to forward key contacts (individuals that should receive invitations from their organizations) to S. Galesloot.

Committee chairs to also prepare verbal presentations/reports.

Need process for registration: Advance and at the door.

By next meeting committee heads should have draft of report submitted by e-mail to S. Galesloot to complete quotes for print materials; food; etc for the AGM.

6.0 Next Meeting

Meetings required prior to June 13: Special strategic planning meeting for steering committee. Facilitators recommended by SC: Frank Neibor, Gord Brannan, Dan Holinda.

S Galesloot to approach suggested facilitators re: their availability/interest in facilitating both the SC Strategic Planning Session and Business Meeting of the CCN.