



September 20, 2002

**Steering Committee Meeting
Room G389, Health Sciences Centre
8:00 am – 10:00 am**

In Attendance Ms. Karen Foudy, Dr. Brent Friesen, Mr. Paul Jeffrey, Dr. Charlotte Jones, Martin Law, Al Lawrence, Ms. Ellen Murphy, Mr. Ron. Newman, Ms. Carey Shore, Andrea Smith, Ms. Janice Stewart, Dr. Karen Then, Suzanne Galeslout

Regrets Dr. Norm Campbell

	Key Decisions/ Action By
<p>1.0 Welcome and Introductions The following new members were welcomed to the meeting: Andrea Smith, Alberta Pork Producers as representative for the Communications Committee; Al Lawrence, Training Officer/BP Coordination, CFD as replacement for Paul Jeffrey (designate for Chief Wayne Morris); and Carey Shore, Prevention Evaluation Coordinator, Alberta Cancer Board and succession replacement for Ellen Murphy.</p>	
<p>2.0 Review agenda. Agenda approved as circulated.</p>	
<p>3.0 Committee Issues – Vacancies and Succession Planning</p> <p>3.1. Steering Committee Membership Heart and Stroke Foundation position on the Steering Committee is currently vacant. S Galeslout has contacted Dianna Northcott, Communications at HSF re: this issue and provided her with information about the CCN and previous role on the Steering Committee and Communications Committee. A new Director of Public Relations and Communications has been hired (Patricia Hanna) but the roles have not yet been clarified and continued membership/involvement in CCN have not been confirmed.</p> <p>3.2. Succession Planning: re Sub-committee members S. Galeslout circulated an updated list to SC of CCN members who had indicated a desire to participate at a committee level. The subcommittee/task team chairs provided the following feedback re: need for new members/succession planning.</p> <p><i>Primary Prevention</i> - 10-12 members at present, no need for additional members</p> <p><i>Resources Committee</i> – small committee at present, no need for additional members</p> <p><i>Communications Committee:</i> Issues of Communications Committee Chair and need for new committee members.</p>	<p>Action: C Jones to contact HSF Executive Director, John Paquet re: this issue</p> <p>Key Decision: Succession planning of committee chairs. Most preferable that committee chairs come from within the current committee, not necessarily attached to an organization. Committee Chair roles include</p>

Chair Position: Current chair position is vacant, being filled on an Interim basis by Nicola Stevens, Communications Cttee member. Question from subcommittee – Is it the expectation of the Steering Committee that HSF will fill the chair position or someone appointed from the SC?

After a brief discussion it was agreed that it is preferable that the chair taken over from someone from within the Communications Cttee, and that this individual should then sit on the SC, as with other committee/task team chairs.

Committee Members: Need for new committee members – identified skill set includes passion, communications skills (marketing and communications) and interest in heart health. Draw from list generated from annual general meeting. E Murphy suggested Aundrea Dersch , previously on Primary Prevention Cttee and had indicated a desire to be involved with the Communications Committee.

Surveillance: Committee may want to link with some of those identified on the circulated list i.e. Peter Sargious (IT and info systems)

High Blood Pressure: no need for additional members at present, but will keep in mind

Smoking: Biggest need is for Ad-Hoc Volunteers for issues as they arise.

4.0 Subcommittee Reports – as needed

Surveillance Committee – B. Friesen

Committee quiet since the Annual Meeting. The presentation at the CCN AGM from Derrick Thompson, Foothills Consultants has raised issues of possibility of creating a community data base of individual health assessments via a website format.

Communications Committee - A. Smith

Communications Committee meeting held Sept 13/02. Key discussion points were membership issues (Chair and membership), review of SC Strategic Planning session, website issues – maintenance and update, annual review process, and CCN Annual General Meeting.

Re: AGM – question to SC of the purpose AGM and whether the intent is to communicate to broader audience: Noted the AGM question would be addressed under 5.3 AGM.

Question raised re: Communications Cttee activities if discussions should take place with the Surveillance Cttee and suggestion of an interactive self assessment re: heart health risk factors.

Resources Committee – J. Stewart

Resources: Personnel – issue raised re: Inadequate administrative support for the network. Initial work in drafting a proposal/job description for a 0.5 FTE Admin. Support position/spread over 5 days/wk.

Budget: All bills paid for AGM, ~ \$12,000 remaining. Extra funding to be received from BECEL funding from margarine sells in October – that will be donated to the Regional Heart Health Program – with a large proportion promised to be transferred to the CCN. The focus for the

roles include involvement with the CCN at the Steering Committee level.

Action: Communications Cttee to follow-up with membership issues. 1) Request for Cttee Chair to come from the Communications Cttee, 2) new members to be sought via – list circulated at the meeting, member notice and names previously given to L Walton

Action: A. Smith (Communications) . B Friesen (Surveillance) and M Law (specialist in worksite) to meet to discuss a website based health assessment component to the CCN website.

Action: All committees to submit budgetary requirements to the Resource Committee

BECEL offer is on public education and primary prevention - with interest in supporting the CLANS project. Request for future funding issues.

C. Jones noted that strategic linkages may be formed with the Faculty Kinesiology, Health and Wellness Center (C Jones and S Galesloot to receive invitations to a planning session re: Faculty of Kinesiology Health and Wellness Centre/Insititute.

Primary Prevention Task Team - E. Murphy

Primary Prevention group meeting held September 19/02. Carey Shore from the Alberta Cancer Board was elected as committee chairperson and Richard Hovey from the University of Calgary was elected as vice-chair. Cttee has several new members.

Key activities since June 02 include submission for project funding through the Population Health Fund. Submission reorganized to become a joint submission with the Calgary Community Prevention of Obesity Steering Committee. Still waiting for notification of success in obtaining grant funding for our joint proposal to develop a community action toolkit on the prevention of obesity among children.

Discussion around CCN receipt of funding for CLANS – felt there is considerable expertise within our group on planning workshops and community development. The group is extending an offer of assistance with the understanding that secretarial support and logistical planning for the event would not be part of their expectations

The group would like to take a strong role in planning the event.

Options the group presents to the SC for involvement includes:

- responsibility for planning this event with participation from Steering Committee members or a reporting structure identified by Steering Committee
- provision of a couple of members to serve on the planning group.
- Advisory capacity to the planning group regarding the agenda, process and participation list for the workshop.

Steering Committee delayed discussion of these options to Agenda Item 5.1 CLANS Funding.

High Blood Pressure Task Team – N. Campbell

Meeting held September 17/ 02. Group has completed the Blood Pressure Slide Kit, with the assistance of Cora Constantine, Summer Student. The intent is to have the slide kit posted on the CCN website for professional use.

Funding opportunity brought to the group - C-CALA (Calgary Community Adult Learning Association program funding (up to \$5,000 available) for education programs. HBP group to submit a proposal meeting their criteria with the intent of receiving funding for Public Forums on HBP.

Cholesterol Screening Program – 4 Screening venues held in the Spring, caught the imagination of the public. Pfizer is providing total support for the project. Fall schedule being planned. Goal is to have 4 – 6 permanent Cholesterol Screening Venues running by 2003.

Smoking – Karen Then

Smoking By-law Update provided - Last public forum to be held Wednesday Sept 25th

CCN can assist via calling Aldermen, printing off and signing petitions, registering on the smokefreecalgary webstie. Action is needed. Petitions against the smoking bylaw are circulating in Bingo Halls.

S. Galesloot noted that an urgent notice re: this would go out to CCN members today.

C-TRAC has received 2- year funding from ADAC ~ \$22,000; funding for media also provided by ASH.

Other:

Reminder to all SC members – to encourage their subcommittee members to ensure they forward any new information re: an event, program or resource related to the prevention and control of both heart disease and stroke in our communities.

Action: P. Jeffrey and S. Galesloot to meet re: drafting the basics of the proposal.

B. Friesen to follow-up with the City of Calgary Parks & Recreation re: establishing a partnership event registrations.

Action: S. Galesloot to include information re: how to influence the process in the CCN Member Update message – to go out today.

Action: CCN members encouraged to participate in the CCN website via the online submission process.

5.0 2002/2003 Priority Issues

5.1. CLANS

C. Jones announced that CCN has received funding from Health Canada for the CLANS project of \$50,000. She provided a brief overview of the project (bottom up, community -based approach to health promotion and disease prevention. Additional funding for the project is being sought via potential submission to CIHR and funding redirected from a Becel initiative via the regional Heart Health Program (J. Stewart/Dr. Brent Mitchell) to CCN.

Issue of discussion for the Steering Committee identified as the proposal/offer on the table from the Primary Prevention working group for involvement with CLANS. Discussion points included: PP group has the skill set required for the planning. S Galesloot would be involved as “project coordinator” (this would need to be “approved” as a CCN priority), B. Friesen noted that timing is great ie. National Ministers Meeting to look at national strategies for active living, healthy living a key provincial (Alberta) objective, potential to link with provincial chronic disease network.

The Steering Committee decision was a unanimous acceptance of the first option presented by the PP group

Action: The Steering Committee accepted the Primary Prevention working group offer to: take on the responsibility for planning CLANS with participation from Steering Committee members or a reporting structure identified by Steering

Logistics/ conditions: 1) need for funded event planner 2) approval on key principles/points to be sought from Steering Committee 3) need to keep the committee manageable but would like to see inclusion of : C Jones &/or Ron Newman rep. from CHR with knowledge of health activities at the Provincial/ National levels (Judy Bader & Cathy Pryce suggested), Norm Campbell, grass roots representation (eg. lay individual with personal or family history of CVD, or Chamber of Commerce with knowledge of the private sector audience., Heart to Heart support group)

5.2. Primary Prevention Committee Project Funding

C Shore provided a brief update on the Population Health Fund. Submission joint submission with the Calgary Community Prevention of Obesity Steering Committee - to develop a community action toolkit on the prevention of obesity among children. Funding requested for piloting the toolkit. Expect to hear re: outcome – mid October.

5.3. Annual Meeting

General discussion held about the AGM. Key issues discussed were purpose of AGM (A. Smith – AGM is a good opportunity to make bigger event & bring CCN to higher level of recognition), opportunity for showcasing community projects, raising awareness education about an issue – may be a controversial issue, need for limited emphasis on the business requirement of the AGM, need for focus on awareness & profile, need to look at other networks for possible frameworks/models ie. CCCN (K.Then), need for advance planning, cost of 2002 AGM (\$2,173), lack of new members/attraction of broader publics (don't want to talk to converted only), planning/manpower considerations. : Consensus: Emphasis on awareness, raising profile, education/knowledge sharing re: heart health promotion/CVD prevention issue(s) and keep AGM business meeting brief

5.4. Priorities Identified at May Strategic Planning Session

Brief review of priorities identified at our strategic planning session held May 29, 2002.

These encompassed: Worksite, Website, Advocacy Plan, CLANS and resources (plans for securing reliable sustainable funding).

R. Newman – need to keep in mind CCN founding principles of short term wins and long term goals.

6.0 Next Meeting

Next meeting dates set for:

October 11, 8:00 – 10:00 am HSC G391,

November 15 – 8:30 – 10:30 am, Location TBA,

December 13 – 8:30 – 10:30 am, HSC G389

**Action:
AGM to be a further discussion item for the October CCN SC Meeting. SC members to investigate frameworks/ models that could be used as a template. Need for a SC member to head up a committee re: AGM.**

**Action:
Please note these meeting dates in your calendar!
And RSVP
Michele Luider via email or phone - 943-8007.**