



December 13, 2002

Steering Committee Meeting
Room G389, Health Sciences Centre
8:30 am – 10:30 am

Draft Minutes (December 13, 2002)

In Attendance Dr. Norm Campbell, Dr. Brent Friesen, Mr. Paul Jeffrey, Dr. Charlotte Jones, Mr. Martin Law, Mr. Al Lawrence, Ms. Ellen Murphy, Mr. Ron. Newman, Ms. Nicola Stevens, Dr. Karen Then, Suzanne Galeslout

Regrets Ms. Karen Foudy, Ms. Carey Shore, Ms. Janice Stewart

	Action By
1.0 Welcome and Introductions Nicola Stevens was welcomed.	
2.0 Approval of/Changes to Agenda Agenda approved as circulated	
3.0 Review agenda and Approval of December 20, 2001 minutes. Minutes approved as circulated.	
4.0 Subcommittee Business	
Communications Committee - N. Stevens Communication Committee held meeting on November 22 with several new members. This meeting consisted primarily of a review of the CCN, Communications Committee ToR and workplan for Communications Committee. Nicola also shared with the SC a checklist of how the Communications Committee will address the development of Communications messages, developed by the Communications Cttee member volunteering to head up this portion of the workplan.	S. Galeslout to ensure the Communications Committee has all relevant material to proceed with message development.
Resources Committee – No Report Need for an updated financial report.	N. Stevens to send out email to Steering Committee members re: list of their internal and external communication vehicles. S. Galeslout to follow-up with Resources Committee re: Budget development and reporting to SC.
Surveillance Committee - N. Campbell Committee was to meet this week but has been delayed. Committee still has access to \$50,000 Health Canada Grant for Surveillance activities. Proposal to take forward is for a Calgary area physical measures survey in conjunction with the 2004 Canadian Community Health Survey.	

High Blood Pressure Committee – Paul Jeffrey

Committee meeting held Dec 12th. HT Professional Slide kit – includes 2 versions, a short and along one. Will also include the development of speaking notes. Brief discussion about posting the slide kit on the website and potential tie-into Communications Committee website promotional activities. Progress continuing with the Blood Pressure Forums. Plan for 3 – 4 per year. First one to be held at the Forest Lawn Seniors Association. C- CALA draft proposal has been completed. Will be submitted to C-CALA for March Initiative Funding (\$5,000).

Al Lawrence provided an update of the CFD Blood Pressure and Cholesterol Screening programs. Brief discussion of Calgary Labs and testing of Cholesterol Screening machines in partnership with CFD.

Primary Prevention Committee - E. Murphy

Primary Prevention Committee is working on three key initiatives: CLANS Update: Dorothy Strachen met with the core planning group on Dec. 6th to help map out goals and objectives, criteria for participants and pre/post workshop details. **Reporting for core planning group will go directly to the CCN steering committee with regular updates to and advisory input from the primary prevention group.**

Community Mapping (Obesity) Project has received funding from Health Canada. Have drafted Terms of Reference and will meet as a group on Friday Dec. 13th.

Advocacy Update: Two members of the Primary Prevention group met with Tanya Grierson (Healthy Public Policy, CHR) to discuss potential role of group with Calgary Parks and Pathways Advocacy opportunity. Tanya suggested that CCN develop an overall advocacy framework to identify opportunities and priorities in addition to an environmental scan of what work is presently being done in this area.

Group would like to have others involved in this discussion that represent the steering committee, other CCN subcommittees and others to draft an overall framework and to establish direction and parameters for advocacy.

Capacity Building in Primary Health Care Fund: Ellen attended a workshop in Red Deer where a number of chronic disease stakeholders decided to develop a proposal to form a chronic disease control consortium. The primary function of this group is to support regional health authorities who have chronic disease control projects funded through this grant. The group would come together in a forum under a common model/framework that integrates chronic disease control across the spectrum from prevention to palliation. The purpose of this

Action By

S. Galesloot to facilitate discussion btw Communications Cttee and HBP Cttee re: promotion of Ht Slide kit to CCN Professional Audiences.

S. Galesloot to follow-up with Paul Jeffrey re: CCN website/ promotional materials for Seniors BP Forums.

P. Jeffrey to circulate final copy of C-CALA proposal to Steering Committee.

B. Friesen to follow-up with Al Lawrence re: partnership with Calgary Labs.

C. Jones to f/up with Al Lawrence re: CFD and involvement in training of pharmacists for BP Screening.

S. Galelsloot to follow-up with Resources Committee and with Tanya Gierson re: mapping out an approach to development of a CCN Advocacy Framework.

is to enhance collaboration and integration of activities. Group is currently submitting a proposal for funding.

Brief Steering Committee discussion about the Advocacy Priority and the strategies that could be undertaken by CCN to move this into action. Strategies suggested were: 1) development of a public advocacy component of the CCN website – following the experiences learned by CTRAC, a potential way of engaging participants at the BP forums and community/public participation 2) subcommittee discussion of advocacy issues, partners and action areas 3) Steering Committee development of an Advocacy Framework 4) CCN member champion to develop a plan 5) Linkage with the Resources Committee for people recruitment for an Advocacy Committee – ad-hoc for framework development

Smoking – K. Then

The Calgary Smoking By-Law mandate changes are scheduled for 2008. CTRAC at the local level and AASH at the Provincial level receive AADAC funding. Initiatives at both levels address public policy. It could be that public policy changes may come at a provincial versus a local level. C-TRAC is planning a full day planning session in January re: priorities and areas of action. Current action continues with encouragement to places to go smoke-free now.

Annual Meeting – M. Law

Currently there is not a membership for an AGM committee. The Steering Committee was asked for decisions re: direction on the AGM, Event, Annual Meeting. Background provided – disappointment at previous turn out of individuals and desire for a large turn out, good involvement and engagement of individuals. Suggested that different strategies may be needed for the public versus professional audiences. Recommendation to the SC was for the 1) public involvement to be generated via linkage, partnering and coordination with existing opportunities and systems. CCN to provide/ sponsor a speaker, CCN presence 2) professional involvement via AGM. Discussion re: strategies for holding an event and the best use of resources.

Action By

Steering Committee Decisional Points:
1) Hold an Annual AGM I May /June - Target Audience CCN members and additional individuals via CCN member contacts. M. Law to continue initial planning re: an AGM
2) Investigate having an “Event” in connection with a public engagement with a health official in the public arena such as Romanov or McClelland. N. Campbell to investigate potential opportunities.
3) Coordinate an effort to create awareness of CCN via linking into other public forums and coordinating efforts with CCN partners. Communications Committee to consider this in workplan development.

- 5.0 **Other “CCN Project”**
 - 5.1. Clans
 - 5.2. SACVI**Deferred to January 3 Meeting**

- 6.0 **Other**
 - 6.1. CCN Coordinator Role Function
 - 6.2. CCN Advocacy/Policy Statement**Deferred to January 2003 Meeting**

Meeting Adjourned at 10:20 am