



February 21, 2003

Steering Committee Meeting
Room G384, Health Sciences Centre
9:00 – 11:00 a.m..

Draft Minutes (March 6, 2003)

In Attendance Paul Jeffrey, Dr. Charlotte Jones, Al Lawrence, Andrea Licursi (nee Smith) Ellen Murphy, Cathy Pryce, Suzanne Galeslout

Regrets Dr. Norm Campbell, Ms. Karen Foudy, Dr. Brent Friesen, Martin Law, Ron. Newman, Ms. Carey Shore, Janice Stewart, Dr. Karen Then

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| <p>1.0 Welcome and Introductions
Charlotte Jones welcomed everyone to the meeting. Andrea announced her name change (congratulations) from Smith to Licursi.</p> | <p>S. Galeslout to forward new email address to CCN Steering Committee members</p> |
| <p>2.0 Approval of/Changes to Agenda
No additions to the agenda. Item 4.3 CCN Steering Committee strategy for communication regarding an expanded network deferred until a future meeting.</p> | |
| <p>3.0 January 23, 2003 Meeting.
3.1 January 23, 2003 Minutes approved as circulated.
3.2 Review of Decision points/action items from January 23 meeting. Outstanding items noted and actions for follow-up noted.</p> | <p>S. Galeslout to follow-up with SC members via email/phone regarding outstanding action steps from December 2002 and January 2003 meetings.
Some action items to be noted as "ongoing"</p> |
| <p>4.0 CCN Steering Committee Decision Items
4.1 Budget Expenditures for 2002/2003 Fiscal Year
Discussion of parameters and recommendations for the expenditure of the donated fund amount of \$6,165.58 from the Alberta Heart Health Project Demonstration Fund to the CCN. Invoices and payments out of this fund need to be processed by March 31, 2003. Please see attached backgrounder file in which the background, points for consideration, recommendations, discussion and decision points are outlined.

4.2 CCN Support of the City of Calgary Walk to Work Project.
CCN CoChairs/Coordinator have provided a letter of support to this project on behalf of the CCN. The letter is generic and does</p> | <p>SC approval of expenditure of donated funds as per recommendations presented at this meeting.

CCN Coordinator to work with Cathy Pryce and Bretta Maloff in distribution of these funds by March 31, 2003.</p> |

not name specific linkages/support. The question was raised and recommendations presented as to potential specific areas of support to this initiative (see attached document). SC discussion of the process for support of “ad-hoc” initiatives. Note made that the Letter of Support would have been strengthened by inclusiveness in the letter of specific areas of support. Concerns raised regarding inclusiveness of all committees potentially impacted by projects CCN chooses to support. The need to develop and follow a process was discussed. SC requested additional information on the City of Calgary Walk to Work Project before making a commitment for support. Please see attached file for additional information about the project.

Cathy Pryce to investigate the options of rolling over the funds in this account into the next fiscal year.

S. Galeslout to invite Nicole Jensen, City of Calgary Transportation, to present to the SC on this project.

S. Galeslout/ C Jones to draft up “process” regarding SC communication/ discussion and approval of potential projects.

4.3 Other

Issue raised regarding the CLANS Project and the involvement of the CCN Steering Committee and CLANS Planning Group in the Alberta Healthy Living Network Framework Consultation process. S Galeslout reported that the proposed meeting with CLANS Planning Group, CCN SC (interested members) and the AHLN Consultant had been cancelled by the Framework Consultation working group. S Galeslout informed via email from Cynthia Smith. This was not known by E Murphy who sits on that group and had tried to facilitate the involvement of CLANS/CCN in this consultation process.

E Murphy to contact Judy Bader regarding the Southern Alberta Healthy Living Network consultation meeting (Feb 26) & opportunity for CLANS and CCN SC representation at this meeting

A. Licursi to attend the Feb 26 meeting as CCN representative.

S Galeslout to investigate CLANS committee member(s) who could attend

CJones/ E Murphy to investigate setting up a meeting between the CCN Co-chairs and SA ALN cochairs.

SC discussion regarding the potential benefit of a meeting between the CCN co-chairs and the Southern Alberta Healthy Living Network co-chairs, and the need to pursue a more formal link between the CCN and the SAHLN. Ideas regarding points of discussion for this meeting included: a) issues/areas where mandates overlap, b) areas where mandates are divergent c) areas where mechanisms overlap.

5.0 Committee Reports

5.1 Annual Event

S. Galeslout reported that M Law (via email) has confirmed the following about the Annual event. 1) Date confirmed as June 5th b) Speaker has been secured – Daniel Pratt, who wrote the book – Healthy Score Card. c) Kelly Blackshaw (committee member) looking at securing a location at COP. Room cost to be minimal, requirement to use food/beverage services of COP. d) Still pending word on availability of Brent Friesen to speak.

S Galeslout to communicate to M Law that Brent Friesen has agreed to be key note speaker at the Event/ (reported by CJones at this meeting)

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- 5.2 Resources Committee
Resources committee has not met.
S Galesloot noted the draft Operating Budget for the 2003 fiscal year has been circulated to all SC members. As per January meeting, the Budget discussion delayed until next meeting – that both J Stewart and Committee Chairs, particularly the A Licursi can attend.
- Draft Budget to be re-circulated to all SC members for review and consideration (with agenda for meeting at which it will be discussed).
- 5.3 Communications Committee
A. Licursi reported on the Communications Committee. Key work has included: setting of priorities for the Communications committee, development of tasks and workplan, setting up of workgroups related to the workplan, development of a Communications Committee budget, setting up of a joint meeting with Communications Committee members and High Blood Pressure Committee members – related to the work of the HBP Committee and Communications requirements.
- 5.4 High Blood Pressure Committee
P. Jeffrey reported that the HBP Committee has not met since December. Work continues in planning the Public Forum with the Great Forest Lawn Seniors Association (March 20/03). HT slide presentation completed and featured on the CCN website. Final work on the C-CALA proposal being completed for the Spring submission.
- P. Jeffrey / A. Licursi to follow-up regarding meeting between members of the HBP Cttee & Communications Cttee.
- Al Lawrence reported on the CFD Blood Pressure and Cholesterol Screening Programs. 8 stations to be involved in the Cholesterol Screening program by end of April.
- P. Jeffrey to re: email C-CALA proposal to C Jones.
- Brief discussion of Steering Committee members regarding the BP database and possibilities for research analysis from this database.
- 5.5 Primary Prevention Committee
E. Murphy reported that the committee has not met since January SC meeting. Work continues with the 3 workgroups that this committee is involved with.
- 5.6 Surveillance Committee
NO report provided.
Questions raised regarding: 1) status of Surveillance Committee and progress re: physical measures
2) potential workplan item related to analysis report of CFD data from the Blood Pressure Screening Program.
- S. Galesloot to follow-up with B. Friesen regarding progress of the Surveillance Committee.
- 5.7 Smoking
C. Pryce reported that work of CTRAC currently involves 1) newspaper ads re: benefits of establishments declaring themselves as smoke-free (need to declare themselves as smoke-free or not) 2) Letters from the MOH to all restaurants, urging them to go smoke-free.

6.0 Meeting Reflections/Next Meeting

The Steering Committee was requested to do a round-table of what has worked/ not worked at the Steering Committee Meeting.

Comments from those present included:

- some progress in current meeting from those in the past, past meetings/agendas were too similar and did not seem to result in progress/action
- like the action steps/decision points summary (introduced after the December 2002 meeting) continue with this list
- like the checklist, continue this.
- Wonder about the attendance at meetings, need to investigate why attendance at last 2 meetings is low
- Request for decisions regarding the “bigger budget” of the network, what are the funds and how are these accessed.
- Need to keep meetings to 2 hours
- Follow-up required regarding low attendance at the last 2 meetings and reason for this ie. worth exploring having less frequent meetings, alternate mechanisms of decision making and information sharing
- Problems with the group going “off topic”
- Consider having committee reports every 2nd meeting verses every meeting
- Likes decision item background piece/format – need to send out the SC members ahead of meeting.

S. Galesloot to continue

developing:

- Action step/ decisional items list to accompany meeting minutes
- to review meetings since Sept 02 and look at attendance
- to explore options for other ways of SC communication/ decision making
- to continue to explore other options for more effective meetings and decision making “frameworks”