



January 23, 2003

**Steering Committee Meeting  
Room G815, Health Sciences Centre  
2:30 p.m. – 4:30 p.m.**

**Draft Minutes (January 24, 2003)**

**In Attendance** Dr. Norm Campbell, Mr. Paul Jeffrey, Dr. Charlotte Jones, Martin Law, , Ms. Janice Stewart, Suzanne Galeslout

**Regrets** Ms. Karen Foudy, Dr. Brent Friesen Al Lawrence, Ms. Ellen Murphy, Mr. Ron. Newman, Ms. Carey Shore, Andrea Smith, Dr. Karen Then

		<b>Action By</b>
<b>1.0 Welcome and Introductions</b>	Martin Law announced that he will be on a one-year sabbatical from the City of Calgary. Discussion on options for succession planning, as Martin's unique position within the City of Calgary will not be replaced. Martin suggested the connection/relationship with workplace wellness programs be facilitated through Kelly Blackshaw and the workplace wellness coalition	Martin Law to recommend SC member replacement.  S. Galeslout to F/up with Kelly Blackshaw re: linkages to workplace health
<b>2.0 Approval of/Changes to Agenda</b>	Addition – review of Dec 13/02 SC Action Steps/Decision Points	
<b>3.0 Review agenda and Approval of December 13, 2002 minutes.</b>	Minutes approved as circulated.	
<b>4.0 CCN Coordinator Function</b>	CCN Coordinator - Draft Revised Role Function (Revised Dec 4, 2002) approved as circulated. This identifies key roles and responsibilities under the 4 headings of Steering Committee Development, Subcommittee Development, Community partnership development and Special initiatives related to overall CCN goals.	Suzanne to place date approved by SC and re-circulate to all SC members
<b>5.0 CLANS Project Update (Items requiring SC Approval)</b>	5.1 CLANS Project TOR – Revised document of Jan 23/03 approved as circulated 5.2 CLANS Project expanded Scope to include a broad chronic disease verses Cardiovascular Disease focus. SC approved the chronic disease or healthy living approach for the CLANS Project. SC discussion reflected the view that this was a natural evolution for the Network. Recognized and supported the need to develop a process for a phased in approach for Steering Committee, CCN Committees, CCN Members and interested parties. 5.3 CLANS Project Infrastructure – supported as written in the	CJones/ SGaleslout to communicate results of SC discussion to CLANS Planning Committee.

CLANS project ToR. Approval for hiring of a CLANS Project Manager.

## 6.0 Committee Reports

### 6.1 Annual Event

M Law reported on this progress with CCN Annual Event/Meeting. A speaker has been secured – Daniel Pratt, who wrote the book – Healthy Score Card. Looking at the event being only half day with lunch, location being at a community facility, with free parking available.  
Potential Dates – June 5 or June 12 (Thursday)  
SC discussed other potential speakers (B Friesen, Sylvie Stachinko, Penny Hawe)

CJones to speak to R Newman re: dates available and inform Mlaw.

CJones to speak to B Friesen about being a speaker at the event. Possible topic – movement to Chronic Disease Prevention

S. Galeslout to email M Law Past AGM Budget.

### 6.2 Resources Committee

J Stewart provided an update on the financial situation of CCN.  
A) distribution of amended Operating Statement and Balance Sheet. (To reflect GST Recovery and Speaker fees liability that was not charged to CCN).  
b) Draft budget for the 2003 Fiscal Year. This is an operating budget only – special project budgets such as CLANS and the Surveillance Project have separate accounting requirements and are set up in individual accounts.  
Due to lack of Quorum and absence of most Committee Chairs the budget discussion was delayed to a future meeting

Draft Budget to be circulated to all SC members for review and consideration prior with Agenda for next meeting.

Budget discussion delayed until next meeting – that both J Stewart and Committee Chairs can attend.

### 6.3 Other Committee Reports

Updates provided circulated. Due to lack of time, discussion deferred to next meeting.

## 7.0 Meeting Reflections/Next Meeting

Steering Committee Dates for February to June to be circulated to all SC members.

S Galeslout to investigate alternate meeting date for February.