



March 21, 2003

**Steering Committee Meeting**  
**Room G153, Health Sciences Centre**  
**9:00 – 11:00 a.m..**

**Draft Minutes (March 21, 2003)**

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<b>In Attendance</b>	Dr. Charlotte Jones, Martin Law, Al Lawrence, Andrea Licursi (nee Smith) Ellen Murphy, Suzanne Galesloot
<b>Regrets</b>	Dr. Norm Campbell, Dr. Brent Friesen, Paul Jeffrey, Ron. Newman, Cathy Pryce Ms. Carey Shore, Janice Stewart, Dr. Karen Then
<b>Special Guests</b>	Dr. Paraminder Thiara (Family Medicine Resident on rotation with Dr. Brent Friesen), Nicole Jensen (Alternative Transportation Specialist, City of Calgary, Transportation and Planning Department)

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	<b>Action By</b>
<b>1.0 Welcome and Introductions</b> Charlotte Jones welcomed everyone to the meeting. Guest participant Dr. Paraminder Thiara introduced and welcomed to the meeting.	
<b>2.0 Approval of/Changes to Agenda</b> No additions to the agenda. Item 4.2 CCN Annual Event requested to be dealt with first due to M Law having to leave meeting early and this being his last meeting. C Jones announced 2 items connected with the CLANS Project. a) Project Consultant (Susan Kehoe hired; start date March 6 <sup>th</sup> – as per March 1/03 email to SC members) b) Date for CLANS workshop changed to November 18, 19 & 20, 2003.	<b>ALL Steering Committee members requested to mark dates for CLANS workshop in their Calendars. Tues, Nov 18 (evening), Wed Nov 19 (all day), Thurs Nov 20 (all day).</b>
<b>3.0 February 21, 2003 Meeting.</b> 3.1 February 21, 2003 Minutes approved as circulated. 3.2 Review of Decision points/action items from February 21 meeting. Outstanding items noted and actions for follow-up noted. Item 3 – The following budget items are in the process of being expended from donated funds in the Heart Health Demonstration Project Funds: a) CCN website expenses of \$4948.70 b) CCN Annual Event facility/food deposit - \$1200.00. Item 14 – Two issues surfaced to date re: CCN SC Meetings. a) Issue with pre-set meetings (too long in advance) and conflicts b) Fridays are not the best days for many committee members c) Frequency of meetings – once/month is not realistic – request meeting frequency of every 6 – 8 weeks.	S. Galesloot to follow-up with SC members via email/phone regarding outstanding action items. Some action items to be noted as “ongoing”  S. Galesloot to facilitate change in meeting dates from Fridays to Thursdays, and frequency of every 6 – 8 weeks. All SC members to be emailed re availability for new dates for April – June 2003.

## 4.0 CCN Steering Committee Decision Items

### 4.1 CCN Operations Budget Deferred

### 4.2 CCN Annual Event

M Law reported on the progress of the annual event. Draft agenda circulated to SC Members and Bio and description of talk for Danielle Pratt.

Discussion of a number of responsibility for actions regarding a number of items/issues related to the Annual Event.

Registration – Preference of SC is for announcements/registration to be electronically.

Speakers – Particulars re: content of talk, length of time, etc.

Agenda – Agenda amended to include any AGM business in the morning introductions, include an AM break and have a presentation regarding an update of provincial and national activities related to Chronic Disease Prevention.

CCN Annual Report – This to be a brief report. Components to include i) one – two pager of the CCN successes over the past year; this to be classified under the CCN Strategic Priorities of Awareness, Coordination, Advocacy; CCN Committee Chairs to ensure this list is developed (? By April 30<sup>th</sup>) ii) list of all CCN committee members iii) list of financial and in-kind sponsors/supporters.

Promotion – CCN website and electronic promotion noted as key vehicles for event promotion. No consensus reached on promotion mechanisms. Communications Committee to have an involvement in the event promotion.

## 5.0 City of Calgary Walk to Work Project

Nicole Jensen reported on her role with the City of Calgary; and on the proposal put in by her department for the City of Calgary Walk to Work Project.

Please see attached 2 page summary of the project and “the asks” of the Calgary Cardiovascular Network.

Discussion of SC members around the particulars of the project. Individual agency/organizational support was noted for particular components (as noted)

Agreement of those present at the completion of this discussion for CCN to pursue working with Nicole to support the Walk to Work Project, and for permission for use of the CCN Logo on materials related to this project. NOTE: Quorum was not reached at this time, so agreement via email was recommended to move the “partnership” forward..

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## CCN Annual Event

**ALL SC MEMBERS –  
Please book off Thursday  
June 5<sup>th</sup> in your calendars  
for the ANNUAL EVENT.**

### Registration:

S Galesloot to investigate  
CHR Centre 15 Reception  
or support staff handling  
event registration

### Speakers:

C Jones to follow-up with  
speakers Danielle Pratt and  
Dr. Brent Friesen.

### Agenda:

M Law to communicate  
changes to Kelly  
Blackshaw re: agenda. E.  
Murphy to explore options  
for an update/presentation  
on the provincial/ national  
chronic disease prevention  
situation.

### CCN Annual Report

CCN Committee Chairs to  
develop list of Committee  
successes under CCN  
Strategic Priorities of  
Awareness, Advocacy and  
Coordination  
S. Galesloot to coordinate  
compilation of “report”

### Event Promotion:

CCN Communications  
Committee to provide  
direction in the event  
promotion.

S. Galesloot to send email  
message to CCN SC  
Members regarding the  
recommendations of those  
present at the meeting and  
asking for “vote” via email  
of CCN support.

A. Lawrence – to work with  
Nicole Jensen to provide  
BP and B Cholesterol  
Screening at the Initial and  
End of Project participant  
workshops.

C. Jones to investigate  
involvement of Ht & Chol  
Centre staff in a health

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Centre staff in a health education component at the initial project participant workshop.  
E. Murphy to follow-up with Primary Prevention Committee co-chairs re: having Nicole Jensen present at the next Prevention committee meeting – and investigation of parameters/ethical considerations regarding a pre- post- health survey of project participants.

## **6.0 Committee Reports**

Primary Prevention Committee – Report attached

Al Lawrence reported the CFD now has cholesterol screening in 5 Fire Department locations.

All CCN SC Members to refer to attached report(s).

Al Lawrence to look at CCN Website and ensure the proper information and links to cholesterol screening are listed.

**Meeting adjourned at 11:30 am.**