



September 25, 2003

**Steering Committee Meeting
Room G389, Health Sciences Centre
9:00 am – 11:00 am**

In Attendance Dr. Norm Campbell, Mr. Rob Crooks, Ms. Pat Culham, Dr. Brent Friesen, Ms. Suzanne Galesloot, Dr. Charlotte Jones, Ms. Ellen Murphy, Mr. Ron Newman, Mr. Dennis Rabel, Ms. Annette Robertson, Ms. Marni Wilks

Regrets Ms. Cathy Pryce, Dr. Karen Then

Ex-Officio Members Ms. Gail Fowler, Ms. Diana Northcott

1.0 Welcome and Introductions

C. Jones welcomed the CCN Steering Committee Members back after the summer break. A round table of introductions was conducted. An updated list of CCN Steering Committee members was circulated. Changes to SC members over the summer are: Pat Culham replaces Janice Stewart; Dennis Rabel and Kathryn Kiss replace Al Lawrence and Marni Wilks replaces Carey Shore. Annette Robertson is representing the Communications Committee for this meeting.

Decisions/ Action By Action

Updated list of CCN Steering Committee members circulated and confirmed. S Galesloot to send updated list to all SC Members with meeting minutes.

2.0 Approval of/Changes to Agenda.

The following additions were made to the agenda.

3.4 AHLN (Alberta Healthy Living Network) invitation to CCN to participate in the November 7th Launch of the AHLN Framework.

CCN Letter of Support for moving the City of Calgary Non-smoking bylaw forward

3.0 Decision/Action Items

3.1. Motions voted on and passed at June 19th CCN Steering Committee Meeting

The two motions discussed, voted on and passed at the June 19th CCN Steering Committee meeting were brought back to the group for 1) clarification 2) opportunity for comment from Steering Committee members not at June 19th meeting and new SC Members. The CCN SC revisited the discussion of:

- a) relationship between the CCN and AHLN and clarification of the parameters of a formal linkage and the implications of this
- b) evolution of CCN from a CVD to a chronic disease focus – and concerns raised regarding the CCN's ability to handle a larger focus and advantage and disadvantages of a focus on a specific chronic disease verses the broader wellness/prevention focus.

Decisions:

The CCN SC fully supports a link of the CCN with the AHLN (Alberta Healthy Living Network).

Continued discussion of the evolution of the CCN mandate (to a broader inclusion of chronic disease) to be tabled until after the CLANS Workshop (December 2003 CCN SC Meeting).

Action

S. Galesloot to distribute a copy of the AHLN Framework to all CCN SC Members (once available for distribution).

3.2. CCN Steering Committee to strike a Transition Plan Committee

Tabled with Discussion of a broader chronic disease focus vision/mandate until after CLANS workshop

3.3. CCN Committees – Status and Membership Needs

A round- table discussion of the status of the CCN Committees and their needs/plans.

Communications Committee – Active, non need for additional members. Need for clarification as to some of the roles of the Communications Cttee and interface with the other committees.

Chairs – Ms. Andrea Licursi/ Ms. Nicola Stevens

High Blood Pressure Committee – No meeting since change of chair. Need for a new co-chair for the Committee. Key actives for the next year to be 1) operationalizing an annual update of the HBP Slide Kit and 2) Development of a plan for increasing use of the Slide Kit. (Noted that the kit is posted on the CCN website)

Chair: Dr. Norm Campbell

Surveillance Committee – To be repopulated and activated. Discussion around possible focus for surveillance and status of funds held with a partner organization for a CCN Surveillance project.

Chair: Dr. Brent Friesen

Resources Committee – To be repopulated and reactivated. Focus is on people and financial resources for the CCN.

Chair: Ms Pat Culham

Annual Event Committee – To be struck. Clarification that a broad awareness event that has professional and public appeal (with a very small AGM component) was the desired direction of this event.

Chair: Mr. Rob Crooks

3.4. AHLN (Alberta Healthy Living Network) invitation

S. Galesloot reported that the CCN has received an invitation to participate in the November 7th Launch of the AHLN Framework. The Launch will take place in Calgary with connections by satellite to other major sites in Alberta. The Launch will consist of a keynote speaker and a panel presentation. The SC unanimously supported the CCN involvement in this event. Ron Newman, Co-Chair, CCN SC accepted the invitation to speak on behalf of the CCN.

Action:

All Committees:
Committee meetings to be held (if possible) prior to next Steering Committee meeting. Attempt(s) should be made to hold committee/workgroup meetings prior to Dec 11 SC Meeting.

Committees to:

- Review Terms of Reference
- Prepare one year draft work plans
- Consider one year and long term resource implications

A. Robertson and D. Rabel to ensure connections made with CFD Communications Department and CCN Communications Committee regarding website and member promotion of CFD program and CCN awareness materials.

S. Galesloot to follow-up with committee chairs re: transfer of information, facilitation of coordinated plans prior to October 30 CCN SC Meeting.

E. Murphy to follow-up with ALHN regarding the composition of the panel presenters.

S.Galesloot to assist as necessary in preparation of presentation notes/materials.
C Jones to make changes

4.0 Updates and Committee Reports (As Needed)

4.2 Committee Reports (As Needed)

Smoking – CTRAC has initiated a campaign towards moving the smoke-free workplace agenda forward from 2008 – 2004 or 2005. CCN has been approached to write a letter in support of this movement. A draft letter was circulated via email and at the meeting. Changes were suggested. C Jones to make the changes. Unanimous approval for the letter to be sent, signatures by CCN Co Chairs C Jones and R Newman

to CCN Letter of support campaign towards moving the smoke-free workplace agenda forward from 2008 – 2004 or 2005.

Revised letter to be forwarded to S. Galesloot , who will facilitate signatures and sending off of letter.

Primary Prevention – CLANS Project. A lot of action with this project over the summer. Key items have been: development of invitation list, invitation package and invitation package mail-out; creation of “Calgary at a Glance” (Inventory and Connections Map); Workshop Agenda and detailed planning. The CLANS Planning Committee is meeting every 2 – 3 weeks. CLANS workshop is designed as an action orientated workshop with a target of 40 – 60 selected participants. Invitations sent to over 110 individuals, 31 registrations to date.

Toolbox Committee – This continues to be an active workgroup. The project now moving out into the 3 pilot communities.

4.3 Other Related Projects

D. Rabel reported on the CFD Blood Pressure and Blood Cholesterol Screening Programs. An additional 7 stations to be brought on line with cholesterol screening. Screenings at senior’s centres to be phased out. Limited preventative validity to taking the program to these venues.

C. Jones reported on the IMPAACT (Integrated Multi-disciplinary Pharmacy Acute Care Community Treatment Project. IMPAACT to be initiated in pilot format in collaboration with the CHR Chronic Disease Management Program in eleven pharmacies with family physicians in the Bridgeland Community.

5.0 Next Meetings and Key Agenda Items

Key agenda Items for next meetings:

October 30 – Updates from Committees, ToR, Workplans

(Quick Wins and Longer Term Goals), Funding Requirements

December 11 – Results of CLANS WORKSHOP, CCN Strategic Planning