



April 1, 2004

Steering Committee Meeting  
 Room AE172D, Tom Baker Cancer Centre, FMC  
 9:00 am – 11:00 am

Draft Minutes (April 8, 2004)

**In Attendance** Ms. Judy Backlund, Dr. Norm Campbell, Dr. Brent Friesen, Ms. Suzanne Galesloot, Dr. Charlotte Jones, Ms. Kathryn Kiss, Ms. Andrea Licursi, Mr. Ron Newman, Mr. Dennis Rabel, Dr. Karen Then, Ms. Marni Wilks

**Regrets** Ms. Ellen Murphy, Ms. Cathy Pryce (Designate for Dr. Brent Friesen)

**Special Guests** Ms. Simone Myei, Ms. Yvette Penman

**Ex-Officio Members** Mr. Rob Crooks, Ms. Pat Culham, Ms. Gail Fowler

	Action By
<p><b>1. Welcome and Introductions</b></p> <p>Charlotte Jones welcomed all CCN Steering Committee members/designates to the meeting. Ms. Simone Myei introduced as a dietetic intern on a rotation with Andrea Licursi.</p>	
<p><b>2. Review agenda and Approval of February 12, 2004 minutes.</b></p> <p>Request that the CCN Operating Budget be moved to the first item on the agenda.            Agenda item 5c – AHLN/APHA Conference – May 17/18 2004 – CCN Invitation to speak on the CLANS Project.</p>	
<p><b>3. New Business</b></p> <p><b>a. Steering Committee Items</b></p> <p><b>i. Operating Budget</b>            Judy Backlund, Chair CCN Resources Committee provided a description of the proposed CCN Operating Budget for the 2004/2005 Fiscal year. Information was provided based on the current fiscal state of the CCN, and on donations of \$50,000 for the next fiscal year. The CCN Steering Committee discussed the budget options based on the current CCN fiscal state.</p> <p>The CCN Steering Committee discussed various options for improving the fiscal state of the CCN, and raising enough funds to cover all committee requests for the 2004/2005 fiscal year.</p> <p>The budget request for the High Blood Pressure Project Worker was questioned. Concern was raised that this type of position funding was a movement for the CCN into service delivery, an area that the CCN</p>	<p>B. Friesen moved and K. Kiss seconded that the CCN Draft Operational Budget based on zero donations being received be approved.            Motion carried.</p> <p>N. Campbell &amp; C. Jones to meet with Gail Fowler, CEO of</p>

had originally stated it was not going to enter into. It was suggested that the Heart & Stroke Foundation of AB, NWT & Nunavut be approached regarding this issue, and a discussion be held regarding their interest in funding/supporting such a position.

It was noted that consideration needed to be given to the fund-raising being planned for the Libin Cardiovascular Institute. Other considerations raised were the need to maintain relationships with the Calgary Health Trust, the University of Calgary, and other organizations such as the Heart & Stroke Foundation. It was strongly recommended that CCN fund-raising efforts be coordinated, and sensitive to other fund-raising efforts of the Calgary Health Trust.

The following approach was agreed upon:

J. Backlund and R. Newman meet with Calgary Health Trust to discuss the fund-raising needs of the CCN, and to explore the role of the CHT in fund-raising for the CCN.

the HSF to discuss the HBP Project Worker proposal.

J. Backlund to set up a meeting with Calgary Health Trust related to CCN fund raising.

S. Galesloot to draft a one page letter stating a) the need for CCN funds and b) potential funders that CCN would like approached.

**ii. CCN Steering Committee – Slate for 2004/2005**

Ron Newman requested that the CCN Steering Committee consider their desire/ability for continued representation on the CCN Steering Committee for the 2004/2005 year. CCN Committee Chairs were also requested to consider the membership on their committees and succession planning for both Committee Chairs and committee membership.

All CCN Steering Committee Chairs to consider planning for Committee Chair and Committee membership for the next year.

CCN SC Slate to be finalized at the May 20 CCN SC meeting.

**iii. Governance Document**

Ron Newman raised the issue of the CCN Governance document and the need for the CCN Steering Committee to review this in light of the development of the Network and the appropriateness of the document given the current situation and focus of the Network.

There was unanimous approval for a separate CCN Steering Committee Meeting to be set up between April 2 and May 20<sup>th</sup> to address the Governance Document.

The following actions were recommended to assist with this process:

- (1) Email the Governance Document to all CCN Steering Committee members.
- (2) CCN Steering Committee Members review the document with the following considerations: a) Relationship of CCN with AHLN, b) Chronic Disease Issues, c) Change in RHA Boundaries – rural and urban communities, d) Relationship with the Libin Cardiovascular Institute e) Current committees – communication between committees and ? need for others/different configuration (e.g. worksite wellness)
- (3) Special 2 hour CCN Steering Committee Meeting to be set up between April 2/04 and May 20/04 to discuss the Governance Document
- (4) Meeting to be a facilitated discussion

S. Galesloot to email current CCN Governance Document to CCN Steering Committee with a memo outlining the items to consider in review of the document.

S. Galesloot to facilitate the scheduling of the special meeting.

S. Galesloot to investigate and book a CHR facilitator for the discussion.

<p><b>4. Committee Reports</b></p> <p><b>a. Surveillance Committee</b>  B. Friesen reported that there are a number of local and provincial actions regarding surveillance activities that could potentially impact the work of this committee. Dr. David Strong (CHR) is looking at overall Surveillance activities for Alberta, and making recommendation regarding surveillance strategies and activities.</p>	<p>N. Campbell and B. Friesen to meet to discuss options for CCN involvement in/ coordination of surveillance activities.</p> <p>Surveillance Cttee to develop a proposal for action based on these discussions.</p>
<p><b>b. Smoking</b>  K. Then noted that she would be sending out a report to the CCN Steering Committee regarding the activities of Smoke-Free Calgary. Discussion amongst the Steering Committee of actions at the University of Calgary related to sponsorship agreements with tobacco companies.</p> <p>S. Galesloot requested CCN Steering Committee discussion regarding the email message sent to all CCN Steering Committee members (March 3 04) requesting an electronic CCN SC vote for a default message to CCN database to have their support registered with the Smoke-Free Calgary database. (This was a follow-up from the December 11 2003 CCN Steering Committee Meeting.)</p> <p>S. Galesloot stated that there was not sufficient CCN Steering Committee response to carry this action forward. She noted that some concerns had been raised regarding potential issues with FOIPP and this approach. It was noted that the approach of inviting CCN Members and individuals on the CCN database has been done, a poor response rate is anticipated with this type of approach.</p> <p>Due to concerns re: FOIPP – a default registration on the CCN database was not approved.</p> <p>The following actions were approved: a) Send an email message to all CCN database, with an invitation to register with Smoke-Free Calgary b) send a reminder message c) all CCN Committee members to be requested to register with Smoke-Free Calgary</p>	<p>K Then to send an update re: Smoke Free Calgary activities to S Galesloot for distribution to CCN SC.</p> <p>S. Galesloot to coordinate the following: a) email message to all CCN database, with an invitation to register with Smoke-Free Calgary b) reminder message to all CCN Cttee members to request registration with Smoke-Free Calgary c) message to CCN Committee chairs – to request CCN Cttee members register with Smoke-Free Calgary</p>
<p><b>c. Campaign for Smoke –Free Alberta</b>  Y. Penman presented on the Campaign for Smoke-Free Alberta. Yvette highlighted the intent of the Campaign: 1) to request the Alberta Government to ban smoking in restaurants 2) for marketing to youth to be eliminated 3) maintenance of high tobacco taxes.</p> <p>The current campaign focuses on increasing support (obtaining signatures) from organizations and physicians and chiropractors. At this point the campaign (with the exception of physicians and chiropractors) does not focus on individual Albertans.</p> <p>The CCN Steering Committee discussed various options for CCN support and individual member support. CCN support of the campaign to date: 1) Signing the petition 2) sending out a message to CCN Committee members requesting their assistance in generating support from their member organizations 3) message re: Campaign for a Smoke-Free Alberta sent to CCN database (Feb 27 04 CCN Update message)</p>	<p>All CCN Committee Chairs to present this opportunity for action to CCN Committee members.</p> <p>CCN Steering Committee members to follow up with specific identified organizations. (e.g. R. Newman – Petroleum Club; A. Licursi – Dietitians of Canada)</p>

<p><b>d. Primary Prevention Committee</b></p> <p>M. Wilks reported on the activities of the Primary Prevention Committee. Key activities relate to the work of the two work groups: Calgary Walks and the School Food Policies.</p> <p>Calgary Walks workgroup is focused on working with the City of Calgary in supporting and promoting the Dan Burden Walkable Communities Public Lecture. Through the CLANS special project funding, CCN is providing support for the public lecture (\$1000) and CCN will be highlighted at the event – with Dr. Charlotte Jones introducing Dan Burden. CCN will also have a display at the event.</p> <p>M. Wilks requested an additional \$400 be approved (from CLANS initiative funding) to support the promotion of the event. Request approved. Marni requested to prepare a budget for the CLANS initiative funding for the Resources Committee. CCN Steering Committee to approve overall budget; individual requests of \$1500 maximum expenditure to be at the discretion of the PP Committee.</p> <p>The following actions were requested of all CCN Committee members for promotion of the event:</p> <ul style="list-style-type: none"> <li>- Attend the event and bring a friend</li> <li>- Pass the electronic message regarding the event forward to networks, organizations, etc.</li> <li>- Print off the poster and post it in areas of work, community, etc.</li> </ul> <p>School Food Policy Work Group is focused on 2 main goals: 1) piloting a community development project with two schools and 2) to increase the awareness of the importance of school food policy.</p> <p>Please refer to the CCN Primary Prevention Committee Minutes of March 24, 2004 for more detail on these projects.</p> <p>S. Galesloot and C. Jones reported that Health Canada has offered supplementary funding to the CLANS project for very specific areas of Translation, Dissemination and Evaluation. A very short timeline was given for the development and submission of this funding request. A supplemental funding proposal was developed by C. Jones and S. Galesloot with the input of Marni Wilks and supplemental funding of \$20,300 has been promised.</p>	<p>Request for \$400 from CLANS Initiative funding approved.</p> <p>M. Wilks, R. Kohut, S Galesloot, C Jones to develop draft CLANS Implementation budget and submit to CCN Resources Committee.</p> <p>CLANS Special Project budget to be brought to CCN Steering Committee for discussion/approval.</p> <p>CCN Steering Committee and Committee members requested to support the Dan Burden public lecture via the following actions:</p> <p>Attend the event and bring a friend  Pass the electronic message regarding the event forward to networks, organizations, etc.  - Print off the poster and post it in areas of work, community, etc.</p>
<p><b>e. Annual Event</b></p> <p>No report given. It was noted that this is moving forward. The date has been set as June 11, Atco Centre, Calgary Olympic Park. Morning speakers and most of the afternoon panel presenter have been confirmed.</p>	<p>S. Galesloot to coordinate advance notice re: CCN Annual Event to CCN Cttee members and CCN Database. To be sent out by April 2<sup>nd</sup></p>

<p><b>f. High Blood Pressure Committee</b>  Dr Norm Campbell reported on the HBP Committee.  The following were highlighted as current activities related to the work of this group:</p> <ul style="list-style-type: none"> <li>i. Slide Kit – A small group met to review this – and it was piloted at a Suncor Calgary event. N. Campbell noted that the national partner has funding to professionally complete this.</li> <li>ii. The Canadian Cardiovascular Congress to be held in Calgary in October. N. Campbell is leading the organization of a Symposium on HT – Prevention and Control. Efforts are being pursued to open up the Hypertension Symposium to the CCN.</li> <li>iii. Heart &amp; Stroke Foundation of Ontario has funding to address High Blood Pressure Control. N. Campbell to meet with Gail Fowler, CEO, HSF of Alberta, NWT &amp; Nunavut regarding opportunities for liaisons with Ontario related to this initiative.  Need for a new Chair for the High Blood Pressure Committee.  D. Rabel has been approached regarding assumption of this role.</li> </ul> <p>Kathryn Kiss reported on the current activities of the Calgary Fire Department Blood Pressure and Blood Cholesterol Screening Programs.</p>	<p>N. Campbell to meet with Gail Fowler, CEO, HSF of Alberta, NWT &amp; Nunavut regarding opportunities for liaisons with Ontario related to the HBP initiative.</p> <p>New Chair for the High Blood Pressure Committee to be confirmed..</p>
<p><b>g. Communications Committee</b>  Andrea Licursi reported for the CCN Communications Committee. Andrea noted that the work of the Committee is determined by the CCN budget resources.</p> <p>The Steering Committee was reminded that the Communications Committee has developed a Communications Template, for assisting CCN Committees in</p> <p>Action on distribution related to the Matte Stories is pending waiting on the development of a policy on their use.</p> <p>Suggestion put forward that the CCN look at a Workplace Wellness Committee – with representation on the CCN Steering Committee at the new CCN Steering Committee Slate.</p>	<p>Follow-up to be done regarding policy for use of Matte Stories.</p>
<p><b>5. Special Initiatives</b>  Charlotte Jones reported on the Health Day at the Legislature. The general consensus is that the event went well and that the goal of increasing awareness among Legislative Members was increased.</p>	
<p><b>6. Next Meeting</b>  Meeting adjourned at 11:15 a.m. The next CCN Steering Committee Meeting is scheduled for:  May 20, 2004  8:00 – 11:00 a.m.</p>	