



June 17, 2004

**Steering Committee Meeting
Room G383, Health Sciences Centre
9:00 am – 11:00 am**

Draft Minutes (June 18, 2004)

Chair:	Dr. Charlotte Jones
Present	Ms. Judy Backlund, Dr. Brent Friesen, Ms. Suzanne Galesloot, Dr. Charlotte Jones, Ms. Andrea Licursi , Dr. Karen Then, Ms. Marni Wilks
Regrets	Mr. Ron Newman, Ms. Ellen Murphy, Ms. Cathy Pryce (Designate for Dr. Brent Friesen), Mr. Dennis Rabel
Ex-Officio Members	Mr. Rob Crooks, Ms. Gail Fowler

	Action /Action By
<p>1. Welcome and Introductions</p> <p>Charlotte Jones welcomed all CCN Steering Committee members/designates to the meeting.</p>	
<p>2. Review agenda</p> <p>Agenda Approved as presented</p>	
<p>3. 2004-2005 Steering Committee</p> <p>a. Review of “Approved” Slate Steering Committee as presented at the Annual Event circulated. Noted that Carey Shore was missing.</p> <p>b. Recommendations for Additional Positions Suggested addition of individual(s) to represent the rural components of the region. Laurie Anderson (Southern Region), Barb (Canmore/Banff), Brett Hodson (Headwaters)</p> <p>Outstanding SC liaisons remain – Canadian Diabetes Association; query Community Prevention of Childhood Obesity.</p> <p>c. Recommendation for a Fall Planning Session Discussion of need to investigating opportunities for synergy/ joint planning session with regional groups. Groups identified as essential for inclusion included:</p> <ul style="list-style-type: none"> - Health Region Wellness Initiative - Libin Cardiovascular Institute of Alberta – Health Promotion/ Disease Prevention “pillar” of the Institute - Community Prevention of Childhood Obesity - Corporate Wellness 	<p>S. Galesloot to ensure list is updated and circulated to members</p> <p>B. Friesen to follow up with names/ individuals presented. C.Jones to formally invite recommended rural representative</p> <p>Planning Group to meet Friday, June 25; 1 – 3:00 p.m. to begin work on a September Planning Session. Confirmed: Dr. B Friesen, Dr C Jones, A Licursi, S. Galesloot.</p>

- Alberta Healthy Living Network
 - Smoke-Free Calgary
 - Chronic Disease Management Initiative
 - Potential Funders
- Dr. B. Friesen noted that AHLN was to receive funding related to formalized connections and joint initiatives. It could be the CCN could access some of these funds.

Note made: Funders looking at both – a) broader prevention strategies and no duplication of services and b) specific CVD focused work

4. Steering Committee Decisional Items

a. Operational Budget

Judy Backlund and Suzanne Galeslout to meet to revise the Operational Budget as the HBP Coordinator will not be pursued at this time.

S. Galeslout presented request for Database replacement. Contract to be pursued with Don MacRae for a total of \$3,000 to have the CCN Database system replace.

Dr. Brent Friesen – moved; Judy Backlund 2nd.

b. Governance Document

Review of mechanisms for feedback.

Need to follow-up on recommendation for more evident inclusion of Health Promotion in the mission statement.

S. Galeslout to prepare contract for Don MacRae.

J. Backlund to ensure contract signed by CHR.

S. Galeslout to meet with R. Kohut re: potential options.

Options to be emailed to CCN SC for decision.

5. Committee Reports

a. Annual Event

S. Galeslout reviewed the summary of the Annual Event Evaluations. Copy of the report attached.

b. Committee Reports

NO formal committee reports. Primary Prevention Committee to meet next week.

6. Future Meetings

No CCN Steering Committee Meetings to be held over the Summer.

S. Galeslout to work with Michele Luider to set up CCN SC Meeting for Sept – Dec 2004.