

September 9, 2004

CCN Steering Committee Meeting  
Room AE 172D, Tom Baker Cancer Centre  
2:00 p.m. – 4:00 p.m.

Minutes

<b>Chairs:</b>	Dr. Charlotte Jones Mr. Ron Newman
<b>Present</b>	Dr. Brent Friesen, Ms. Suzanne Galeslout, Dr. Charlotte Jones, Ms. Andrea Licursi , Ms. Bretta Maloff, Ms. Ellen Murphy, Mr. Dennis Rabel, Dr. Karen Then
<b>Regrets</b>	Ms. Judy Backlund, Ms. Cathy Pryce (Designate for Dr. Brent Friesen), Dr. Peter Sargious
<b>Ex-Officio Members</b>	Mr. Rob Crooks, Ms. Gail Fowler

	<b>Action /Action By</b>
<b>1. Welcome and Introductions</b>  Charlotte Jones welcomed all CCN Steering Committee members/designates to the meeting.	
<b>2. Review agenda</b> Agenda Approved as presented	
<b>Discussion initiated on the network – and name of the Network – CCN or CCdN.</b> The Steering Committee spent time discussing the name, logo and acronym for the new Calgary Chronic Disease Network. The following decisions were made: 1) Logo – to remain the same. Only change to be in the name – Calgary Chronic Disease Network 2) Acronym - CCN to remain the same 3) Website –URL – to investigate other domain names ie. healthcalgary; healthcalgary instead of current URL of hearthealthcalgary.com	Action: S. Galeslout and A. Licursi to communicate these recommendations to the CCN Communications Committee.  S. Galeslout to request M. Lee mock up: 1) New letterhead (with current logo) to reflect name change 2) Other options for website URL's
<b>3. November 5<sup>th</sup> Strategic Planning Session</b> <b>3.1. Progress on Fall Planning Session</b> S. Galeslout provided an update on progress for the November 5 <sup>th</sup> Strategic Planning Session. The ad-hoc planning group met twice over the summer; site and facilitator secured; food sponsorship being pursued; Funding Application to AHLN was successful (\$5,000); invitation criteria developed and invitations sent out to over 70 identified participants. Details provided in briefing notes.	Ad Hoc Planning Committee to continue planning this initiative.  Updates to be provided electronically to CCN Steering Committee members.

<p><b>3.2. Membership for Ad Hoc Planning Group</b> S. Galeslout reviewed current membership on this group: C. Jones, B. Friesen, A. Licursi, B. Maloff</p> <p><b>3.3. Budget</b> A revised budget for this event will need to be developed. Costs at this point are minimal: no cost for site or facilitator. Food sponsorship being investigated. Funding of \$5,000 secured with the AHLN Grant. (See AHLN Grant Application)</p>	<p>Planning Group to meet Monday, Sept 27.</p>
<p><b>4. Steering Committee Business</b></p> <p><b>4.1. CCN Orientation for sub committee members</b></p> <p><b>4.1.a. Powerpoint Presentation</b></p> <p><b>4.1.b. New Members Package</b> S. Galeslout noted that over the summer a revised Powerpoint Presentation and New Members Package were developed. These are intended to be used by subcommittees in their orientation to new committee members – and provided electronically and/or by mail to new CCN members.</p> <p><b>4.2. Governance Document</b> S. Galeslout reported on the number of mechanisms that had been set up, in addition to copies being provided at the AGM, for feedback. These were: email notice to all CCN committee members; notice to all CCN database members in August update to CCN members; Website link and page on website for feedback established. To date no feedback formal or informal has been received.</p> <p><b>4.3. CCN Draft Interim Strategic Plan</b> C. Jones briefly presented on the development of a draft interim strategic plan – focused on the ongoing work of the network.</p> <p><b>4.4. CCN Conference Invitations/Obligations</b> C. Jones briefly commented on the following conference invitations that she has received for presenting on the CCN and /or the CLANS project.</p> <ul style="list-style-type: none"> <li>• CDPAC Conference – Nov 6-8 Ottawa (CLANS)</li> <li>• CDA Conference – Booth, Oct 16 (CCN)</li> <li>• CCS (Canadian Cardiovascular Society) Local Initiatives Presentation, Oct 23 (CLANS)</li> <li>• Diabetes Awareness Day, Nov 10 (CCN)</li> </ul> <p>A CCN “Display” has been drafted for the conference booths on the CCN. This is to be taken to the Communications Committee for their review at their Sept 29 Meeting.</p> <p>A CLANS Poster is being developed. Ellen Murphy and the ACB colleagues will present this at the CDPAC Conference on the behalf of CCN in November.</p>	<p>S. Galeslout to ensure recommend changes are made to the Powerpoint Presentation and re-sent to all CCN Steering Committee members</p> <p>C. Jones to continue to develop draft Interim Strategic Plan</p> <p>C.Jones, S. Galeslout to work with CCN webmaster Maria Lee to produce these materials.</p> <p>S. Galeslout to continue to work with CLANS Project Contractor – Susan Kehoe to produce the final CLANS Products: Calgary at A Glance: An Inventory of resources on active living, healthy eating and tobacco reduction.</p> <p>A Network Experience: Creating Local</p>

The final CLANS reports are being finalized and will be printed for the CDPAC Conference.

Collaborative Action

**3. Committee Reports**

NO formal committee reports.

Communications Committee to meet September 27/04.

**4. Future Meetings**

Next CCN Steering Committee Meeting:  
Thursday, October 14, 2004