

October 14, 2004

**CCN Steering Committee Meeting
Room G390, Health Sciences Centre
9:00 – 11:00 a.m.**

Minutes

Chairs:	Dr. Charlotte Jones Mr. Ron Newman
Present	Ms. Judy Backlund, Ms. Lisa Casselman, Dr. Charlotte Jones, Ms. Andrea Licursi Ms. Bretta Maloff, Ms. Cathy Pryce (alternate to Dr. Brent Friesen), Ms. Monica Schwann (alternate to Ms. Ellen Murphy)
Regrets	Mrs. Kelly Blackshaw, Ms. Sandra Delon, Dr. Brent Friesen, Mrs. Kathryn Kiss, Ms. Ellen Murphy, Mr. Ron Newman, Mr. Dennis Rabel, Ms. Annette Robertson, Dr. Peter Sargious, Dr. Karen Then
Ex-Officio Members	Mr. Rob Crooks, Ms. Gail Fowler

	Action /Action By
1. Welcome and Introductions Charlotte Jones welcomed all CCN Steering Committee members/designates to the meeting. Lisa Casselman was introduced and welcomed as the new Coordinator.	
2. Approval of Minutes / Changes to Agenda The agenda was approved as presented. Minutes of the September 9 steering committee meeting were reviewed and the following actions noted: <ul style="list-style-type: none">• New letterhead has been prepared.• Healthycalgary.ca is available as an alternate website. However, there is already a healthycalgary.com.• CCN PowerPoint presentation was revised. Steering committee members to be sent revision.• CCN Conference Invitations/Commitments<ul style="list-style-type: none">○ CDPAC Conference – Nov 6-8 Ottawa (CLANS) –○ 150 copies of <i>Network Experience</i> required.○ <i>Calgary At A Glance</i>	<ul style="list-style-type: none">• L. Casselman will explore the content of healthycalgary.com• A. Licursi will explore other potential URL's. (The decision about registering a new website will occur after the Nov. 5 workshop.)• L. Casselman to distribute PowerPoint presentation to steering committee members• L. Casselman to send 150 copies of <i>Network Experience</i> to M. Schwann• A. Licursi will determine if <i>Calgary At A Glance</i> is available on the website. (Note: Available at: http://www.hearthealthcalgary.com/clans/docs/glance.pdf)

<p>3. November 5th Strategic Planning Session (see attachment)</p> <ul style="list-style-type: none"> • B. Maloff reported that the planning group met on September 27 and planning is well underway. 33 people have registered. • Chairpersons of networks, committees and coalitions will be asked to identify key actions in relation to the seven priorities of the Alberta healthy Living Framework. This material will be synthesized for the workshop. • Chairs have also been asked to complete the Community Capacity Building Tool. • C. Jones and B. Friesen will make the introductory comments to welcome participants, set the tone for the day and emphasize the importance of chronic disease prevention. 	<ul style="list-style-type: none"> • L. Casselman/B. Maloff/ A. Licursi to meet with D. Bailey to confirm process for the planning day • L. Casselman to distribute pre-meeting package to participants • L. Casselman/B. Maloff/ A. Licursi will identify key messages for both presentations.
<p>4. Steering Committee Business (See attachment)</p> <p>4.1 Discussion of CCN Priority Items for November 5th Planning Session</p> <ul style="list-style-type: none"> • C. Jones reviewed the CCN Primary Areas of Focus for April 2004 to March 2005. Steering committee members then discussed and categorized these areas of focus in relation to the seven strategic priorities of the Alberta Healthy Living Framework. 	
<p>5. Committee Reports</p> <p>5.1 Communications Committee</p> <ul style="list-style-type: none"> • The PowerPoint presentation about the CCN will be distribute to committee chairs for use an a new member orientation. As well the new members' package has been prepared. • CCN Bookmarks are being placed into conference delegate packages. These could also be distributed at public and health region libraries. • Maria Lee, the graphic designer and webmaster for CCN, will be on maternity leave in the new year. <p>5.2 High Blood Pressure Committee</p> <ul style="list-style-type: none"> • N. Campbell has an opportunity for a nurse to promote the Canadian Hypertension Education Program (CHEP) at a provincial and national level. The committee suggested a potential link to nurses. <p>5.3 Primary Prevention Committee</p> <ul style="list-style-type: none"> • The focus of this committee needs clarification. Most of the work related to the CLANS workshop and the previous committee chair was involved with this. It is hoped that the November 5 planning day will help clarify a focus for the committee. <p>5.4 Resources Committee</p>	<ul style="list-style-type: none"> • L. Casselman to contact Cathy Taylor at Calgary Health Link to explore distribution of the bookmarks. • A. Licursi/L. Casselman will confirm Maria Lee's availability during this period.

<ul style="list-style-type: none"> • J. Backlund has been approached by a woman who wishes to volunteer for the committee. It was agreed that the committee needs some clarification about its volunteer process. This may involve using the current volunteer infrastructure of other organizations. • CCN now has approximately \$19,000 in its three accounts: Operating Expense, CLANS, and Healthy Active Living Network. 	<ul style="list-style-type: none"> • L Casselman to contact Donna White at the Calgary Health Region and make arrangements for her to interview the potential volunteer.
<p>6. Future Meetings Next CCN Steering Committee Meeting: Thursday, December 2, 2004, 9:00 – 11:00 am Health Sciences Centre, Room G390</p>	

*Attachments: CCN Priorities in Relation to Alberta Healthy Living Network Strategic Priorities
Status of Planning for November 5 Planning Day*

CCN Priorities Pertaining to Alberta Healthy Living Framework Priority Strategies

Alberta Healthy Living Strategy	Key Actions of Coalition or Network
<p>1.0 Partnership Development and Community Linkages: Strengthen partnerships and enable coordinated mobilization of resources in the community.</p>	<ul style="list-style-type: none"> • Develop Calgary Chronic Disease Network Activities planned: <ul style="list-style-type: none"> ○ November 5 planning day • Promote collaboration and partnerships of chronic disease prevention groups Activities planned: <ul style="list-style-type: none"> ○ November 5 planning day ○ Regional strategic planning for chronic disease prevention Activities underway: <ul style="list-style-type: none"> ○ Calgary Fire Department – Blood pressure/cholesterol ○ CLANS • CCN relationship with the Libin Cardiovascular Institute <ul style="list-style-type: none"> ○ Partnership being planned
<p>2.0 Awareness and Education: Facilitate coordinated information and education for healthy living in Alberta.</p>	<ul style="list-style-type: none"> • Increase public and health care provide awareness of chronic disease prevention.
<p>3.0 Surveillance: Advocate for and support development of surveillance systems for chronic diseases and risk factors.</p>	<ul style="list-style-type: none"> • No activities - gap for CCN
<p>4.0 Best Practices: Establish a system that facilitates sharing of evidence-based practice for policies and programs that address population-based risk factors and the underlying determinants of health for health promotion and chronic disease prevention.</p>	<ul style="list-style-type: none"> • Blood pressure and cholesterol program • Ensuring that the latest research is applied and communicated.
<p>5.0 Research and Evaluation: Collaborate on health promotion and chronic disease prevention research and evaluation initiatives.</p>	<ul style="list-style-type: none"> • CCN planning and evaluation <ul style="list-style-type: none"> ○ Process ○ Network ○ Outcome ○ Clans
<p>6.0 Health Disparities: Increase opportunities for healthy living among underserved groups in Alberta.</p>	<ul style="list-style-type: none"> • IMPAACT (program with pharmacists)

<p>7.0 Healthy Public Policies: <i>Advocate for and create healthy public policies.</i></p>	<ul style="list-style-type: none">• CCN Advocacy Activities Underway:<ul style="list-style-type: none">○ Smoke Free Calgary○ Walkable Calgary Health Region○ School Food PolicyActivities planned:<ul style="list-style-type: none">○ Obesity○ Aging○ Worksite
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Status of Planning for November 5 Planning Day

- 33 people have registered.
- Parkdale facility has been booked. We are monitoring the registration numbers and are exploring other facilities in the event that registration exceeds 50.
- The September 27 meeting confirmed the meeting goal and objectives as:

Goal: To Develop an overall coordinated approach among key stakeholders/organizations and coalitions within the Calgary region for chronic disease prevention.

Objectives:

- *To initiate planning for an integrated regional strategic plan that addresses healthy eating, smoke free living and active living to prevent chronic disease.*
- *To strengthen the interrelationships of current coalitions and networks*
- *To expand the reach of chronic disease prevention*
- Planning of the day's activities and agenda is underway. Duna Bailey has been ill but will meet with the planning committee either late this week or early next week.
- A letter with the goal, objectives and agenda will be sent to all participants during the week of October 18.
- Later this week the chairpersons of networks and coalitions will be sent a letter and form requesting that they identify the actions that their group has underway in relation to each of the seven strategic priorities identified in the Alberta Healthy Living Framework. Completed forms are to be returned to Lisa Casselman by October 27, 2004. This input be synthesized prior to the workshop and will help identify gaps or areas of possible duplication.
- Evaluation Activity - Coalition chairs, network chairs, or key representatives of an inequity group were sent the *Community Capacity Building Tool: A tool for planning, building and reflecting on community capacity in community based health projects.* Completion of this is a requirement of our successful grant application to the Alberta Healthy Living Network. Completed forms are to be returned to Lisa Casselman by October 25, 2004.