



Executive Committee Meeting
Thursday, June 14, 2007 , 1:30 – 3:30 PM
Heart & Stroke Foundation of Manitoba
6 Donald Street, Executive Boardroom, 2nd floor

Members:

Debbie Brown – Chair – HSFM
Jennifer Baker, Central RHA
Debbie Clevert, Assiniboine RHA
Doreen Fey, Interlake RHA
Jane Griffith, CCMB

Catherine Hynes, Nor-Man RHA
Madeline Kells, CCMB (minutes)
Mark McDonald, CCS MB Division
Donna Turner, CCMB

Guests:

Dexter Harvey, CCS

Minutes:

1. Welcome and Introductions led by Debbie Brown
 - a. Executive Committee (EC) housekeeping items: List of PPHL member contact info is correct – Madeline to send via email to the membership
 - b. changes to agenda – Dexter's KEN presentation will be item 2, followed by the review of the May 11th evaluations, and approval of the terms of reference, and remaining agenda items

2. KEN Working Group request (see attachment) presented by Dexter Harvey
 - a. KEN requesting 7 people from the Partners to form a KEN Working Group
 - b. KEN working group will meet no more than 6 times per year, including 2 meetings in person. (KEN will pay for out-of-town travel expenses)
 - c. Executive committee members agree that MB health should be involved in this process
 - d. Executive committee agrees to support the request by KEN
 - e. Madeline to send out email with Dexter's attachments to the Partners requesting that they submit the names of one or two people from their

organization who they feel should be on this working group. This list should include policy and program people.

- f. Deadline for submitting names is July 31st , 2007.
 - g. When the PPHL executive committee meets next, they will choose from the names provide the members to be on the KEN working group.
3. Revised Terms of Reference (attachment)
- a. Reviewed and accepted.
 - b. Madeline to forward as 'final' copy to the membership
4. May 11th meeting evaluations (attachment)
- a. Evaluations reviewed.
 - b. Madeline to forward to Lorna Mayer
 - c. Madeline to send with May 11 report to the membership
5. May 11th Planning Session Report (attachment)
- a. Report reviewed
 - b. Madeline to email report to membership w/meeting evaluation document. Will also ask for members' comments and for them to prioritize the "Theme titles" in the report by July 31st.
 - c. EC not clear about what next step is – agree to have a special meeting in August that will included Lorna Mayer so that she can help turn this info into a business plan for the next year(s).
 - d. CCS & HSFM & CCMB agree to share the cost for Lorna's help.
6. HSFM grants and next steps (attachment) – Jane Griffith
- a. Draft form is approved as is, Madeline to email form to the membership as final copy
 - b. Noted that we have 50K available in the HSFM (25K from last year & 25K from this budget year)

- c. 5K limit per survey batch is firm (\$1 per survey completed), regardless of geography/difficulty of doing the surveys.
 - d. Suggested & agreed that the deadline for members to submit the completed form is Aug. 31st, 2007 – we will have to monitor who is going to apply for funding (retroactively and going forward) so that we do not overstep the limits of the grant money available.
7. PPHL Risk Factor Surveillance Working Group idea – Jane Griffith
- a. Proposed that we connect the work of the PPHL surveillance working group with the Community Health Assessment Network (CHAN) – the PPHL RFS group would provide info to CHAN
 - b. Jane will put in a formal request w/terms of reference to the executive committee for their next meeting
 - c. Suggested that one person on this working group is also on the KEN working group
 - d. Cathy Hynes will contact CHAN with this idea (Sept)
8. Meeting schedule for upcoming year
- a. Debbie Brown will send out meeting dates for the next year for the group's acceptance/approval.
9. Next meeting date – TBD (August) will include Lorna Mayer