



Executive Committee Meeting

Tuesday, January 15th, 08

Time 1:30 - 3:30 PM

Heart & Stroke Foundation of Manitoba

6 Donald Street, Executive Boardroom, 2nd floor

In Attendance:

Debbie Brown, Chair, H&SFM
Doreen Fey, Interlake RHA
Catherine Hynes, NOR-MAN RHA
Mark MacDonald, CCS MB Division
Donna Turner, CCMB
Tannis Erickson
Jane Griffith
Madeline Kells, minutes

Regrets:

Jennifer Baker, Central RHA
Deb Clevett, Assiniboine RHA
Dexter Harvey

MINUTES:

1. Welcome
2. Approval of Agenda – approved with additions to New Business
 - a. Doreen – correspondence
 - b. Mark – Dexter’s MB Prevention Strategy document
3. Approval of minutes of December 17, 2007
 - a. Donna Turner approved, Doreen Fey seconded
4. Strategic Plan - tasks review
 - a. Under “*Relationships*” Q1/Q2- Executive Committee is to forward the approved plan to representatives from the
 - i. Planning Network, HPSEN, CHAN, Need to Know etc
 - ii. Healthy Living Clearinghouse, Minister Health & Healthy Living, minister Education etc. (Note document was sent to reps from Lung, Kidney, and Diabetes)

- iii. Minister of Education (Heather Willoughby), Northern Affairs, Healthy Child (J. Sanderson, L. Boyd, R. Santos)
 - iv. Debbie Brown & Madeline to review who received the letter & PPHL info previously (from Linda Venus).
 - b. Q2 -Tannis/Madeline to get started on “relationship map” which should include: who we want to meet, who we’ve met, and the outcomes.
 - i. should be a guide to show how different organizations (Gov, NGO etc) and the people in those organizations relate to each other.
 - ii. probably will be two maps – one that shows a PPHL –MB org relationships, one that shows a MB org. – Canada org relationships.
 - c. Q2 – Tannis will update the PPHL ‘script’ to assist in discussions with the organizations on the relationship map. Madeline to send old script to Tannis.
 - d. Ref “think tank” – deferred for now, but will be a standing agenda item for future discussions.
 - e. Under “*Surveillance*” in Q2: Tannis/Jane will send the minutes from the *Youth Risk Factor Surveillance* conference held January 10 in Winnipeg.
 - f. Under “*Management*” Q2 – ref. operating costs. Tannis/Madeline will develop a system to record member contributions including people-hours, monetary, in-kind etc.
5. Task list priorities for Tannis Erickson – Tannis will work on a document that links her tasks to the objectives in the Strategic Plan
6. Partners AGM on May 23, 2008
- a. Barb Riley suggested as possible speaker. Mark will ask Barb.
 - b. Dexter’s document may be a good topic for discussions/workshop
 - c. This should be an agenda item at our Feb 1st Membership meeting
 - d. Madeline to email with request for Executive to meet one more time prior to the AGM (1-1 ½ weeks before)

7. New business

- a. Correspondence - concern raised regarding members receiving information/meeting notices – group discussion ref. method used for meeting notices. No changes at this time.
- b. Need to be clear ref. Feb 1st meeting that guests are welcome.
- c. Madeline to double-check LOUs to ensure that the contact info. is still relevant.

8. Community Updates

- a. Regions:
 - i. Parkland - survey is out
 - ii. Central – survey done
 - iii. South Eastman – may be ready in the fall
 - iv. Interlake will be ready to start again in the fall
- b. Jane & Tannis have been invited to attend an International Risk Factor Surveillance conference
- c. Mark will provide a KEN update at our next meeting

9. Next meeting

- a. Membership meeting (February 1, 2008)
- b. Executive committee meeting (April 8, 2008)