



Membership Meeting

February 1st, 2008

Time 12:00 - 3:00 PM

Heart & Stroke Foundation of Manitoba

6 Donald Street, Executive Boardroom, 2nd floor

Attendees:

Jennifer Baker, Central RHA
Debbie Brown, H&SFM (Partners Chair)
Maggie Campbell, Parkland RHA (teleconferenced)
Betty Kozak, Assiniboine RHA (teleconferenced)
Tannis Erickson, Interlake RHA
Catherine Hynes, NOR-MAN RHA
Madeline Kells, CCMB (minutes)
Dr. Sande Harlos, Winnipeg RHA
Donna Turner, CCMB
Kristin Anderson, MB Health
Debbie Viel, North Eastman RHA

Guests:

Carly Leggett, CCMB
Jane Griffith, CCMB
Cathy Stevens, Healthy Living Resource Clearinghouse (HLRC)

Absent:

Mark McDonald, CCS MB Division
Susan Hunter, Brandon RHA

Minutes:

1. Welcome & Lunch
 - a. Thank you to the Heart & Stroke Foundation of Manitoba for providing the lunch!
2. Approval of Agenda
 - a. Added report on 1st meeting of the Surveillance/Knowledge Exchange Work Group #9 - New Business (Catherine Hynes)
 - b. Added report on January 10, Youth Risk Factor Surveillance Workshop #4 – Partners Contract Staff Initiative (Jane Griffith/Tannis Erickson)
 - c. Added report on CDPI Training Committee # 9 - New Business (Betty Kozak)
 - d. Jennifer approved, Catherine seconded
3. Approval of Minutes of October 26, 2007
 - a. Catherine approved, Donna seconded
4. Partners contract staff initiative

- a. In order to support the progression of Partners strategic priorities and improve communication among members, it was decided to hire someone on a part-time basis.
- b. Funding for this initiative provided by CancerCare Manitoba from funds via the Epidemiology & Cancer Registry budget. Thank you to CCMB for funding this initiative.
- c. Tannis Erickson accepted this role & we sincerely thank the Interlake Regional Health Authority for permitting her to work on Partners assignments one day a week.

5. Report on Partner activities

- a. Tannis submitted two documents for review by the Membership committee:
 - i. Year one of the Strategic Plan recreated in a format that will allow Tannis to update & distribute the document regularly, so that all members know the status of various Partners projects.
 - ii. Member Contribution Form – to be used by all Partners members to track their contributions to the Partners (i.e. people-hours, monetary etc).
 1. suggested that there is no need to have a section for “in-kind other” as all contributions will fall under the “Staff Hours” or “Monetary” headings.
 2. suggested that an additional column for the date of the expense or person-hour be added.
 3. this form will be distributed to the membership and is to be returned to Tannis annually so that member contributions can be recorded.
- b. Report on January 10th Youth Risk Factor Surveillance Workshop – Jane Griffith/Tannis Erickson
 - i. 82 Attended this one-day workshop held at The Winnipeg Convention Centre
 - ii. Attendees included representation from PHAC (MB & SK region), MANTRA, CancerCare Manitoba, Canadian Cancer Society (MB Division), Department of Education, Manitoba Health & Healthy Living, Manitoba Healthy Living Resource Clearinghouse, Regional Health Authorities, schools, Heart & Stroke Foundation of Manitoba.
 - iii. Presenters for the day were Dexter Harvey (CCS MB Division), Doreen Fey (IRHA) Dr. Dhaliwal (CCMB) John Garcia (CCO, Ontario Tobacco Research Unit), Dr. Steve Manske, (CBRPE, University of Waterloo), and Dr. Scott Leatherdale, (CancerCare Ontario)
 - iv. Excerpt from last slide of John M Garcia’s presentation: “Thinking and acting like a system in Manitoba: Local action research that compels community and provincial program and policy change”.

Reasons for Optimism (J.Garcia)

- *People affect change, from their positions in organizations and systems*
 - *Complex change emerges in social movements*
 - *Manitoba approach is emerging as a model for the country*
 - *Changes are happening ~ regular physical activity in schools, surveys, KEN, multilevel leadership and collaboration (Manitoba Health, NGOs, PHAC, RHAs, School boards, others)*
 - *Challenge to develop shared meaning, link surveillance to planning, interventions, and further evaluation – to think and act as a system*
- v. The final report & summary of key themes from this workshop will come via Tannis Erickson. Tannis will ensure that the themes contained in the report, while comprehensive, are suitable for all audiences.

6. HSFM grants update
 - a. Debbie Brown recapped that the Heart & Stroke Foundation of Manitoba had set aside \$25K/year over a three year period for risk factor surveillance activities.
 - i. This money is granted (in \$5K grant amounts) to support Partners members that want to perform surveillance in the schools in their regions.
 - ii. There is currently a balance of \$60K in un-used funding.
 - iii. Members are reminded that to apply for the \$5K grants, surveillance applications must be completed & approved through Jane Griffith at CCMB.
 - iv. Forms for funding can also be completed retroactively.
 - v. Jane/Debbie to report to Jennifer Baker on the status of their grant application.
 - vi. Madeline to re-send the grant form to all members.

7. Community updates
 - a. Assiniboine has completed data collection and has begun their communication strategy. They have begun using KEN with their schools
 - b. Interlake has completed data collection in their schools & communities and are beginning planning for the next Youth Health Survey.
 - c. Parkland reports that they have completed surveying 3 school divisions, grades 6-12. Tannis will have the surveys right away.
 - d. Central has finished their data collection.
 - e. North Eastman has completed data collection for grades 6-8.

8. AGM May 23, 2008
 - a. Group agreed that a full day is preferable to a half given that many members will be driving in.
 - b. Barb Riley suggested as possible guest speaker
 - c. Group discussed ideas for workshop topics and events/speakers for the Partners AGM. Ideas suggested were:
 - i. Provincial surveillance stats based on PPHL survey data – would need to be shown at regional level i.e. no ‘names’. Could focus on high/low data.
 - ii. Success stories – i.e. “How We Did It” - what schools who partook in the surveys did with information in their report.

9. New business
 - a. Catherine Hynes/Betty Kozak shared information from the Surveillance/Knowledge Exchange Working Group’s first meeting. The four action items were:
 - i. CCMB is designing a delivery plan for surveillance
 - ii. Ad-hoc committee formed to look at the key themes in the final report (not sent yet) from the Jan 10 Youth RFS workshop
 - iii. CCS will research the translation of documents into French to assist with RFS at French Schools (Heather Sparling)
 - iv. Looking at developing surveillance plans for a sustainable system in Manitoba.

 - b. Jennifer Baker & Cathy Stevens distributed a concept paper from CDPI Training Committee regarding the opportunity to “Strengthen Chronic Disease Prevention” using a “Primary Health Care Lens” (which was described in a separate document) as a tool/component of an overall prevention framework in Manitoba.
 - i. This will provide an opportunity to improve the effectiveness of RFS in Manitoba by sharing the workload and increasing communication, while reducing duplication amongst the various organizations.

- ii. Partners are asked to review the “Primary Health Care Lens” document and respond with their comments.
 - iii. Debbie Brown will take document to the next Executive meeting for review & discussion. Jennifer/Cathy to send electronically to Madeline, Madeline to distribute to Executive.
 - c. Cathy Stevens talked briefly about the Healthy Living Resources Clearinghouse and its role in increasing the capacity of organizations and communities by supporting them in developing healthy living programs and activities. There will be a “community board”, though nothing is final yet about who the members will be. She will follow-up with us as things develop.
 - d. Donna & Jane talked about the PHAC RFS Think Tank which is being held in Toronto in February. Tannis and Jane are on the agenda to present on what Manitoba is doing in surveillance. Donna, Rolf Putschinger, Doreen Fey, Lorraine Dacombe Dewar are attending the conference.
10. Schedule of meetings for coming year
- a. Debbie Brown/Madeline to send out suggested meeting dates for the coming year