



Executive Committee Meeting  
Wednesday November 19, 1:30 – 3:30 PM  
Heart & Stroke Foundation of Manitoba  
6 Donald Street  
Executive Boardroom, 2<sup>nd</sup> floor

**Invitees:**

Debbie Brown, H&SFM (Partners Chair)  
Jane Griffith, CCMB  
Catherine Hynes, NOR-MAN RHA  
Madeline Kells, CCMB (minutes)  
Mark McDonald, CCS MB Division  
Cathy Steven, HEALTH in COMMON  
Donna Turner, CCMB (via phone)

**Regrets:**

Tannis Erickson, Interlake RHA  
Doreen Fey, Interlake RHA  
Debbie Clevett, Assiniboine RHA  
Laura Plett, CCS MB Division (KEN)

**Agenda:**

1. Call to order – Debbie Brown
2. Approval of agenda –Debbie Brown
3. Approval of minutes of October 15, 2008 – Debbie Brown
4. CPAC update –Donna Turner
  - a. CPAC visit to Winnipeg Nov 20 & 21.
    - i. Jessica Hill not able to attend, but Jon Kerner & Heather Bryant will come.
    - ii. Public presentation on Nov 20 from 12-1 PM in the CCMB Lecture Theatre, lunch served at 11:30.
    - iii. PPHL Meeting w/CPAC on Friday November 21<sup>st</sup> from 9:30-11:00 AM.
  - b. PPHL Proposal to CPAC
    - i. Since NB is already quite involved, this will be more of a MB/NB project in “mutual learning”. CPAC suggested that they will put out an RFP for an external consultant that will work with provincial reps (one each) from MB & NB and 4 reps from CPAC, and the evaluation process/project would be completed by Mar. 2010.

- ii. This will mean less work for the Partners, although it may also mean that the money will no longer 'flow' through Manitoba (may be lower profile)
  - iii. Some concern noted regarding whether PPHL will get any credit or if it will become a "CPAC Project" -will need to ensure that ownership is clear moving forward.
  - iv. Madeline to send web-link of Jon's/Heather's bios to PPHL for review (note - unfortunately that portion of the website was not working when I tried it).
  - v. Question as to whether the whole membership should be made aware of the direction the proposal is taking.
  - vi. The proposal will not be forwarded to the group until it is the final version.
  - vii. Mark McDonald motioned to give Donna Turner Executive Committee approval to proceed with moving the CPAC project forward as discussed. Catherine Hynes Seconded, motion carried.
5. Report from Tannis Erickson
- a. Revised Strategic plan
    - i. Accepted with changes as per group -see attached.
    - ii. To be updates and re-sent to committee.
  - b. Revised Terms of Reference
    - i. Accepted with changes as per group.
    - ii. To be updated and re-sent to committee.
  - c. Relationship map – Draft
    - i. Relationship Map is still unclear to some - Key may help - Tannis to add the Key and re-send/present to group.
  - d. Nominations for Host organization
    - i. Tannis to send an email confirming that HSFM has accepted the nomination to be the host organization again.
6. Surveillance/Knowledge Exchange Working Group Update –Catherine Hynes
- a. Draft SKEWG work-plan is still in process -will be available prior to next meeting
  - b. SKEWG abstract submission to CPHA in Winnipeg in June 2009
    - i. \$675 registration (\$550 if you're a CPHA member) even if you are submitting an abstract/presenting at the conference - cost is prohibitive
    - ii. Mark McDonald submitted that CCS will pay the registration
    - iii. Call for abstracts (global health) Dec. 17 deadline
  - c. Joint IRHA/SKEWG/CHAN Risk Factor Surveillance Symposium in January 2009
    - i. Call for abstracts should be soon - Catherine Hynes will forward to committee when she gets it.
    - ii. Conference Feb. 2-4 in Toronto
    - iii. CHAN presentation should cover three areas - Content, knowledge exchange and methodology

- iv. Follow-up to last January's YSS Risk Factor symposium in Winnipeg, there will be a follow-up conference Jan 19-20 (Monday/Tuesday) - how to synthesize the data and 'move forward'.
- 7. CARRFS – Manitoba Representation at February 2009 Conference – Jane Griffith
  - a. discussed above, 11 seats to Manitoba (who will get to go?)
- 8. Manitoba PE/HE evaluation research project – Jane Griffith
  - a. All RHAs have collected their data
    - i. No more collection will be done, no more proposals
    - ii. RHAs will have final/sole say in this type of data collection in future to avoid duplicating work.
    - iii. RHAs will be involved in disseminating the info
- 9. New business – Debbie Brown
  - a. Considerations for the Partners now that all youth have been surveyed:
    - i. Can we (PPHL) use the reports from a program planning perspective?
    - ii. With regards to the HSFM grant money (aprox. \$48K remaining)
      - 1. should we look at RFS and the adult population?
      - 2. should we increase the amount given to each RHA?
      - 3. should it be used to assist in KE at the community level?
- 10. Next executive meeting (January 12, March 9, April 6)
- 11. Next Members meeting (February 5)
- 12. AGM (May 22, 2009)