



Executive Committee  
Meeting  
February 25, 2010, 1:00-3:00 PM  
Heart & Stroke Foundation of Manitoba  
6 Donald St, Executive Boardroom, 2<sup>nd</sup> floor

**Members:**

Debbie Brown, Chair, HSFM  
Donna Turner, CCMB  
Madeline Kells, CCMB (minutes)  
Tannis Erickson, IRHA  
Jennifer Baker, Central RHA (teleconference)  
Jane Griffith, CCMB  
Catherine Hynes, NOR-MAN RHA (teleconference)

**Regrets:**

Doreen Fey, IRHA  
Cathy Steven, HIC  
Mark McDonald, CCS

**MINUTES**

1. Welcome
2. Approval of agenda
  - a. switch order of MRFSS and Strategic Plan per Debbie Brown
  - b. add BRFS per Jane
3. Approval of minutes of January 13<sup>th</sup>, 2010 (attached)
  - a. approved by Donna & Tannis
4. Strategic plan – Debbie
  - a. Thank you to Cathy Stevens and Bohdanna of HIC for their hard work on the workplan and logic model All agreed that it is a much simpler and clearer document than the previous strat plan.
  - b. No changes to the logic model
  - c. Some suggestions made ref. the workplan:
    - i. Outcome #1:
    - ii. Outcome #2:

iii. Outcome #3

- d. Tannis to forward most current MRFSS workplan so that we can use the same terminology in the PPHL Workplan
  - e. Madeline/Debbie to make changes as noted.
5. MRFSS – Catherine Hynes (4 attachments)
- a. MRFSS Surveillance Definitions:
    - i. Group preferred 2<sup>nd</sup> “Data” definition (G.Bellinger)
    - ii. 3<sup>rd</sup> “Knowledge” definition (G.Bellinger), and
    - iii. 2<sup>nd</sup> definition of “Evidence-in-Practice” (Lavis J.N).
  - b. Terms of Reference:
    - i. Under “Purpose”, 1<sup>st</sup> sentence - delete ‘...at least 10...’.
    - ii. 2<sup>nd</sup> paragraph of “Purpose” - ‘chair’ should be ‘Chair’. Same for page 2, under “Membership” 2<sup>nd</sup> bullet-point.
    - iii. 3<sup>rd</sup> bullet under “Membership” - change to read “Membership appointments are renewable with no maximum appointment
    - iv. Under “Chairperson, 1<sup>st</sup> bullet – change to read “Appointed by the Partners In Planning for Healthy Living Executive Committee.”
  - c. MRFSS Structure Chart:
    - i. remove funding and funding advisory committee for this chart
    - ii. the Youth Health Survey (YHS) Working Group should be yellow
    - iii. the YHS Survey Development Working Group should be yellow
    - iv. the YHS Provincial Working Group should be yellow (as it will be inactive effective March 3<sup>rd</sup>)
  - d. MRFSS Surveillance Conceptual Model – *deferred to next meeting* – Executive should send Catherine comments and suggestions in the meantime.
6. Youth Health Survey Report - Debbie
- a. Release date of the YHS was delayed to March 3<sup>rd</sup> , at the request of Manitoba Health, so that they could respond to the release of the report appropriately. Communications with MB Health since our last meeting, have not been very good – they have not been responding to our inquiries

(made by Roberta/CCMB, and Catherine/HSFM) about setting up the joint press conference etc.

- b. We should be prepared to move forward on our own on March 3<sup>rd</sup>, if MB Health does not contact us.
7. CLASP proposal update - Jane, Tannis
    - a. Deferred to next meeting
  8. AGM format for May 28
    - a. Debbie recorded the following suggestions:
      - i. future prevention research/ opportunities
      - ii. future of CDPI
      - iii. Krueger proposal (not done yet but still could be interesting)
      - iv. going forward following the provincial roll-up of the YHS (perhaps from a Government ,Health/Education perspective (what they will do with this information)
      - v. report on Vibrant Communities Conference
      - vi. RFS as a measure of system [performance
    - b. Location – we have the same room as before held (U of M location) but since there were complaints ref. the room layout, we should also look for alternatives while being sensitive to cost/parking/etc
    - c. Madeline to check out the Canda Inns Pembina location and the Norwood Hotel (and any other suggestions) and report to Debbie. (Norwood is booked that day by the way)
  9. New Business
    - a. BRFSS Jane
      - i. presentation format will be a (presented) poster about a provincial surveillance system (MRFSS) – can Jane use the MRFSS documents that Catherine sent even though they're not final?  
Group agreed 'yes'.
  10. Next Executive Meeting (April 14)