**ALBERTA CAPC/CPNP COALITION**

CAPC CPNP Coalition Board

Zoom Meeting Agenda

Date: Tuesday October 4, 2022

Time: **12:00 pm –1:15pm**

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| **Agenda Item(s)** |
| 1. **Welcome** |
| **2**. **Meeting Called to Order:** |
| **3.** **Additions/Deletions to Agenda:**  **Approve Agenda:** |
| **4**. **Approve Minutes from September 6, 2022** |
| **5**. **Business Arising from Past Notes**   1. Review & Ratify Terms of Reference 2. Committee Terms of Reference – Brandy, Rose, Erin 3. Communication Plan – Teri, Lisa, Erin 4. Impact Statement Feedback – Brandy, Rose |
| **6. Reports – New Updates**  **a.** PHAC – Aparna  **b.** Co-Chairs – Rose & Brandy  **c.** Activities & Budget– Pamela/Angie & Crystal  **d.** Coalition Coordinator – Erin |
| **7. New Business**   1. Conference update - Janelle 2. Annual Survey review |
| **8**.  **Next Meeting Dates**  Board Meetings (1st Tuesday monthly 12:00pm-1:15pm)  In-Person Meeting – October 24th, 2022  Zoom Meeting – November 1st, 2022  Coalition Annual Face to Face Conference –Tues/Wed Oct 25th & 26th  Provincial Networking Coalition Zoom Meetings - Nov 23, 2022 1:00 – 2:30 pm  Sarah Frank Nichols, MPH, RD | Public Health Nutrition Provincial Lead | Low-English Literacy Products |
| 9. **Meeting Adjournment:** |