

Alberta CAPC/CPNP COALITION

Board Meeting

Location: ZOOM

Tuesday, April 5, 2022 Time: 12:00-1:30pm

Attending: Teri Harrison, Erin Chapotelle, Janelle Peterson, Cynthia Tonet, Rose Boersma, Lisa Barton, Crystal Nahaiowski, Pamela Geddes, Brandy Berry, Mouna Gasmı, Erin Casey

Regrets: Al Farraj (PHAC), Norman Wang

1. Teri called the meeting to order at 12:02 pm
2. Introductions
3. **Additions to the Agenda –**
Old Business:
 - Strategic PlanNew Business:
 - Website
 - Impact Statement
 - Onboarding package
 - Communication plan (including polls, surveys, etc.)
 - Administrative Calendar
 - JMC Meetings – (Need invitation)
 - Survey Questions
 - Annual Survey – Reporting
 - Collection of information – Bankers access
 - Provincial Network meeting reporting- (Brainstorm ideas to capture attendance to share with PHAC & bankers)
 - Access – information- google Drive
 - Evaluation questions – PHAC – March 25 meeting 130 pm – update those not able to attend
4. **Approve Agenda with additions** – Brandy Secunder – Mouna
5. **Approve Minutes of March 2, 2022 meeting** –Janelle Secunder – Cynthia
6. **Old Business**
 - a. Strategic Plan- Brandy
 - After the document is reformatted, Brandy will send to Cynthia for a last review and then will send it out to Erin to distribute.
 - All confirmed receipt of the workplan sent out by Pamela.
7. **New Business**
 - a. Cost of transition of new coordinator position – Pamela
 - Erin Chapotelle will be paid 23-23.5 hours for crossover time to finish our the year and to orientate Erin Casey. Pamela provided confirmation that these funds had already been requested, approved and transferred.
 - b. Budget – Pamela
 - i. Angie sent budget to Erin. **Action: Forward budget to board members**
 - ii. APFA - Pamela
 - At year-end, we have \$532.00 for unspent dollars after all expenses

have been entered. We'll wait to hear from AL if they let us carry that over or if the funds need to be returned.

iii. Candora Society – Crystal

- Tabled

iv. Expenses

- Cookbooks
 - Works out to organizations with 1 project will receive 5 books
 - organizations with 2 projects will receive 8 books.
- Mother's Mental Health toolkits
- Postage boxes to mail projects

c. Website – Pamela

- i. Annual fee paid (Pamela)
- ii. Erin provided Pamela with log-in info

d. Transition logistics-

- i. Email address- No changes to the coalition coordinator's emails address.
- ii. Training & orientation: Erin & Erin have and will continue to meet virtually. Pamela speaks to the lack of room in budget to coordinate in-person training.
- iii. Courier method for admin materials (laptop, projector, screen, banner, promo materials, boxes of historical records, etc.) to new coordinator:
 - Bulk Volume: ½ a trunk
 - The method of courier (shipping vs. person-person meeting) is the deciding factor since storage options are limited. Tabled until future arrangements are decided upon with Teri & Rose.
 - Scaling down –Brandy suggested a committee be responsible for going through the historical records and digitizing records that can be digitized to minimize the volume of paper being shuffled. All electronics will go to Erin Casey.
 - Teri suggested outdated, no-cost, information resources be recycled since they can be reordered and that at one of our next in-person meetings the board reconcile old files and documents. Action: add to AGM board agenda
 - Teri volunteered to digitize documents. Rose will get historical records to Teri to be digitized.
 - Brandy suggested the alcohol & cannabis booklets be sent out in the package as the Mother's Mental Health toolkits & cookbooks.
 - Erin Chapotelle to get Brandy for Brandy to get to Pamela the alcohol & cannabis booklets.

e. Onboarding package

f. Communication plan (including polls, surveys, etc.)

g. Administrative Calendar

h. JMC Meetings – (Need invitation)

i. Survey Questions

j. Annual Survey – Reporting

k. Collection of information – Bankers access

l. Provincial Network meeting reporting- (Brainstorm ideas to capture attendance to share

with PHAC & bankers)

- m. Access – information- google Drive
- n. Evaluation questions – PHAC – March 25 meeting 130 pm – update those not able to attend
- o. Impact Statement

8. Reports – New Updates

- a. Coalition Coordinator – Erin – No update
- b. PHAC – AI – Tabled
- c. Activities & Budget – Pamela/Angie - See report above in section 7. New Business B. Budgets.
- d. Candora update- Crystal- See notes from above in section 7. New Business B. Budgets

9. Upcoming Meeting Dates

Board meetings, (1st Tuesday monthly from 12:00pm-1:15pm

Next meeting will via Zoom on May 3^d

Provincial AGM Meeting (4th Wednesday bi-monthly from 1:00pm-2:30pm

Zoom meeting – May 25, 2022 from 1-1:45pm

Deadline for AGM reports: May 11.

Action: Add to the AGN email Notice of Board Position Opening – 1 seat.

10. Meeting Adjournment: 12:53 pm