



Alberta CAPC/CPNP Coalition Annual General Meeting Reports

2022 - 2023



Agenda

01. Welcome & Call to order
02. Additions & Adoption of Agenda
03. Adoption of Minutes from May 25, 2022
04. Adoption of Annual Reports
 - Public Health Agency of Canada PAGE 07-10
 - Co-Chair PAGE 11-15
 - Banker Report
 - APFA PAGE 16-17
 - CANDORA PAGE 18-19
 - Coordinator Report PAGE 20-23
05. Nomination & Installation of 2023-2024
 - Board of Directors PAGE 24-25
06. Roundtable - upcoming training opportunities,
Info sharing, Project Questions
07. Closing Remarks & Adjournment



Adoption of *AGM Minutes*, 2022

ALBERTA CAPC/CPNP COALITION
Provincial Annual General Zoom Meeting Minutes

Date: May 25, 2022 Time: 1:00 – 2:30pm

Attendees & Updates - 26

Board Members

Rose Boersma Board Co-Chair (CAPC - ECHO/Lethbridge)
Teri Harrison Board Co-Chair (CAPC - Brighter Futures/Pincher Creek/Crowsnest Pass)
Pamela Geddes Coalition Banker (CAPC/CPNP - Brighter Futures/APFA)
Crystal Nahaiowski Coalition Banker (CAPC - Candora Society, Edmonton)
Erin Casey (Coalition Coordinator)
Jane Berggren (CAPC Brighter Futures/Drayton Valley)
Brandy Berry Board Vice Chair (CPNP Healthy Families, Health Futures, Westlock)
Janelle Peterson (CPNP AHS: Health for Two, Edmonton)
Cynthia Tonet (Kindred, Calgary)
Mouna Gasmi (Centre d'Appui Familiale, Calgary)

Regrets:

Al Farraj (PHAC Senior Program Officer)
Lisa Barton (CAPC - Families Matter/Calgary)

Coalition Members

Hannah Cook (CAPC/CPNP - Bridges Family Programs, Medicine Hat)
Chantal Paterson (CAPC/CPNP - Bridges Family Programs, Medicine Hat)
Joleen Bishop (CAPC - Brighter Futures, Edson)
Julia Schmidtke (CAPC/CPNP - Family Services of Central Alberta, Red Deer)
Linda Lynch (CAPC/CPNP - The Children's Centre, Fort McMurray)
Tamarya Blums (CAPC - Terra Centre for Teen Parents, Edmonton)
Leanne Sonntag (CAPC - Programme Franco-accueil, St. Paul)
Tammy Gamracy (CPNP – Southwest Better Beginnings, Lethbridge)
Heather Day (CAPC - Ben Calf Rose Society Traditional Parenting, Edmonton)
Stacey OIstad (CAPC/CPNP - Healthy Families, Camrose Association for Community Living, Camrose)
May Rostecki-Budzey (CPNP - Growing Families Society-Growing Opportunities Program, Strathmore)
Angela Doerksen (CPNP - Nutritious Beginnings, Drayton Valley)
Holly Seamone (CPNP - Nutritious Beginnings, Drayton Valley)
Shawna McLay (CAPC - Nutritious Beginnings, Drayton Valley)
Norman Wang (CAPC - "Pee Kis Kwe Tan" Let's Talk Society, Wabasca)
Deb (CPNP – AHS: Best Beginning, Calgary)

Minutes

Agenda Items

1. Welcome

Meeting called to Order: 1:02 pm Chair: Terri Harrison

2. Additions/Deletions to the Agenda: No additions

3. Approval of Agenda as presented: Mouna G. Seconded- Janelle P.

4. Adoption of AGM minutes – May 26, 2021: Norman W. Seconded- Hannah C.

5. Adoption of Annual Reports

a) **PHAC Update** – Erin Casey presented Al Farraj's PHAC report

Please see attached report

Motion to adopt PHAC Report: Janelle P. Seconded- Brandy B.

b) **Chair's Report** - Rose Boersma (Board Co-chair)

Please see attached report

Motion to adopt Co-Chairs report: Janelle P. Seconded- Brandy B.

c) **Coordinator's Report** – Erin Casey

Please see attached report

Action: To make any changes/updates please contact Erin Casey, Coalition Coordinator via email.

Coordinators report adopted by: Janelle P. Seconded- Brandy B.

6. Activity & Financial Reports

Please see attached Reports

a) **APFA Financial Report Update 2021-22** - Pamela Geddes

There was no visitation this year due to the pandemic. We did meet twice this year so funds were used for those costs. Money was also moved around to allow for transition costs between the outgoing and incoming coordinators. Going forward we'll be making plans to discuss future conference costs and visitation plans.

Motion to accept APFA Fin. Report 21-22: Cynthia T. Seconded- Mouna G.

b) **CANDORA Financial Report Update 2021-2022** - Crystal Nahaiowski

There was a slight under expenditure this year so we've applied for a rollover that we haven't heard back about yet. Thirteen projects that applied for funding for training, which was an increase from the previous year. There is \$3,000/ project for training which is available on a first come, first serve basis. Apply for funding early. Funds were used to purchase Basic Shelf Cookbooks and Mother's Mental Health toolkit books for each project. They have arrived and are ready to be distributed.

Motion to accept Candora/Capacity Building year end Budget 21-22:

Joleen B. Seconder- Janelle P.

7. Review of Strategic/Work Plan update– Brandy Berry

- Using the original model from Jane B., there were just a few amendments around language and structural clean-up.
- The documents will be uploaded onto our website.
- Thanks to Cynthia, Brandy and the Board for all the hard work on this.

8. Impact Statement – Teri Harrison

- This is an essential document used to communicate the purpose, as well as demonstrate the value and impact that the CAPC/CPNP projects have had within the community to outside organizations, other early childhood coalitions, and funders.
- This is a living document. It's been posted on our website, as well as it went out with the AGM package.

9. Coalition Face to Face Conference Committee – Pamela Geddes

- Members so far include: Janelle, Lisa, Crystal and Pamela
- Planning on getting together in June. The idea is to host the conference in Stony Plain to reduce high banquet costs, in order to allow more funds to be use for visitations throughout the year.
- Conference Committee Responsibilities/Benefits: Meet once a month from June-Sept. October has a couple meetings to cover last minute planning. Assist in manning tables at the conference as well as help with set-up/take-down, input on presenters and overall conference format.
Action: Email the coordinator if you'd like to join in planning conference or utilize the [GoogleForm](#) to view opportunities to participate in the work of the coalition.

10. Board of Directors for 2022-2023 – 2 spots open on our Board

- Jane Berggren & Candice Henderson are leaving the board.
- Teri Harrison is stepping down into a non-voting member role.
- Brandy Berry is stepping into co-chair position.
- Vice chair position is open.

No nominations submitted previously.

Accept nominations from the floor: No nominations from the floor.

Action: Those interested in joining the board are invited to nominate yourself using the [GoogleForm](#) submit a letter of intent.

11. Installation of the Board of Directors

- No nominations were brought forward at this time.

12. Provincial Networking Meetings – next meeting Sept 28th, 2022 1:00pm-2:30pm

Action: Contact Erin with suggested training opportunities

Project updates:

- Jane Berggren – reminder to coalition projects that the New Canada Nutrition Guidelines have been sent out and there was an invitation to attend the webinar (happening this Friday, May 27, 2022).
- Hannah Cook – Kimochi Training with AHVNA (Fall 2022)

13. Closing remarks

14. Adjournment – Rose & Teri; Co-Chairs: 1:52 pm



Annual Reports



Public Health Agency of Canada

Claire Meiklejohn

Message to Alberta CAPC/CPNP Coalition Members:

The Public Health Agency of Canada (PHAC), Western Region, would like to acknowledge the incredible work of all Alberta CAPC/CPNP Coalition members over this past year. We recognize your efforts as you welcomed families back into your community spaces and continued to innovate and adapt to respond to the emerging and diverse needs of families across the province.

PHAC would also like to acknowledge the dedication and continued efforts of the Coalition Board and working group members in supporting the engagement, networking, education, capacity building and partnership needs of Coalition members. You work hard to stay responsive and accountable to the needs of all of your members and demonstrate this through activities such as, facilitating provincial networking meetings, hosting your annual in person conference, the administration of capacity building funds and using your annual survey to determine priorities.

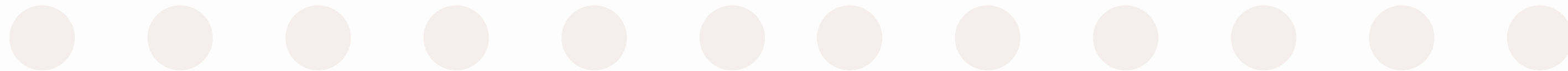
We would like to thank the Alberta CAPC/CPNP Board for their continued partnership and also all CAPC/CPNP Coalition members for their ongoing work in meeting the needs of families across Alberta.

We would also like to thank Erin Casey, Alberta CAPC/CPNP Coalition Coordinator, for her hard work and valuable contributions!

Public Health Agency of Canada

The Following is a list of PHAC Western Region staff who have supported CAPC/CPNP Projects during the 2022-2023 Year:

<i>Pamela Amulaku</i>	<i>Mgr. Public Health Programs -AB/BC</i>	<i>Justina Verboom</i>	<i>Sr. Program Officer</i>	<i>Danielle Renning</i>	<i>Sr. Program Officer</i>
<i>Claire Meiklejohn</i>	<i>Sr. Program Officer</i>	<i>Tricia Beaudry</i>	<i>Sr. Program Officer</i>	<i>Linda Ozromano</i>	<i>Sr. Program Officer</i>
<i>Aparna Munshi</i>	<i>Sr. Program Officer- maternity leave</i>	<i>Al Farraj</i>	<i>Sr. Program Officer</i>		
<i>Avneet Mangat</i>	<i>Sr. Program Officer (acting)</i>	<i>Statia Buckmaster</i>	<i>Sr. Program Officer</i>		



PHAC REPORTING REQUIREMENTS

Merging of the Children's Programs Performance Measurement Tool (CPPMT) and the Annual Reporting Tool

Launched on April 4th, 2023, this year's new ART combines the previously separate CCPMT and ART into one streamlined annual reporting tool. All CAPC and CPNP projects will have received a link to the new VOXCO survey platform, through which they will complete and submit their reports. The deadline to report was April 30, 2023, but please connect with your Program Officer if you haven't yet submitted.

Progress Reports

New to some projects in the 2022-2023 year were mandatory progress reports for CAPC/CPNP projects. These reports were either sent to you for completion or filled out in collaboration with your Program Officer during a PMC call or site visit.

Project Monitoring Calls (PMC)

- Annual Project Monitoring calls were conducted with each recipient as part of project monitoring requirements.
- We were excited to be able to resume in person site visits with selected projects this year! These visits are a great way for Program Officers to learn more about the day to day work of CAPC/CPNP Projects and we would like to thank you for taking the time to welcome us into your spaces.

Public Health Agency of Canada

DIVISION OF CHILDREN AND YOUTH (DCY) – NATIONAL CAPC/CPNP INITIATIVES:

- In the fall of 2022, PHAC announced that it will be extending existing CAPC and CPNP contribution agreements. Current Alberta CAPC/CPNP contribution agreements end in March 2024 and will be extended to March 31, 2025. These extensions will take place during the 2023-2024 year, with more information to follow.
- On May 17 th , 2023, CAPC/CPNP projects across the country received notification of upcoming program changes. We understand that this news will have come as a shock to many. An overview of the changes was provided in the communication that went out, and there will be upcoming regional discussion sessions where you will learn more and have the opportunity to provide input.

PHAC Western Region Updates:

PHAC's Western Region, Alberta Team, were pleased to be able to reconvene the Alberta Joint Management Committee (JMC) on February 3rd, 2023. We had not met as a group since the fall of 2021, and it was a great opportunity to meet new faces, share updates and talk about the future role for the JMC. At this meeting, we were able to talk about the letter sent to us from the AB CAPC/CPNP Coalition about the desire to re-engage with the JMC. All JMC members welcomed the opportunity to invite Coalition representatives to the next meeting, which we hope to be able to organize for early summer 2023, following the provincial election currently underway.

KNOWLEDGE DISSEMINATION/RESOURCES/PUBLICATIONS

- The Public Health Agency of Canada (PHAC) was able to fund access for 600 staff from CAPC/CPNP projects to register for the Infant and Early Mental Health Promotion Lecture Series 2022: Laying the Path for Lifelong Wellness.
- The Chief Public Health Officer Report on the State of Public Health in Canada 2022: [Mobilizing Public Health Action on Climate Change in Canada](#) was released.
- The Government of Canada launched “Get Help Here” this winter, a campaign to raise awareness that free, credible resources are available 24/7 to help support the mental health of people in Canada. [Mental health support: get help - Canada.ca](#)

RELEVANT GOVERNMENT OF CANADA INITIATIVES:

- A National Autism Conference was held on November 15th and 16th, 2022 as part of a process to develop a [National Autism Strategy](#).
- An evaluation of the FASD National Strategic Project fund was undertaken in 2022-23. The report has not yet been released but here is a list of current projects: [Fetal alcohol spectrum disorder: National Strategic Projects Fund - Canada.ca](#)
- A [New Interim Canada Dental Benefit](#) was introduced for eligible families with children under 12

FUNDING OPPORTUNITIES:

Reminder that new PHAC funding solicitations can be found at the following link:

[Grant and contribution funding opportunities for the Public Health Agency of Canada - Canada.ca](#)



Co-Chairs

Brandy & Rose

Message to Alberta CAPC/CPNP Coalition Members:

It has been our pleasure to serve the Alberta CAPC/CPNP coalition during the past year as co-chairs of the coalition board. We are honoured to work alongside the coordinator, representatives and other board members, who come together to make up a powerhouse group of passionate and dedicated individuals. The 2022-23 program year was a year of tremendous effort for the board, the coordinator and our coalition. We wish to express our gratitude to the board members, committee members, coordinator, and PHAC representatives for their support and ongoing commitment to the board and the coalition.

Today we wish to briefly highlight some of the accomplishments realized over the past year:

CO-CHAIRS



Networking:

Throughout the year, the coalition coordinator, project members and PHAC representatives share an array of relevant and timely information during network meetings, in coalition minutes and via email. Information and resources provided to and from coalition members address a variety of topics from emerging issues to upcoming training opportunities.

The coalition values your participation and input into our activities and events. We continued offering mini-training sessions as part of the bimonthly provincial network meetings on topics such as the AHS Reproductive Health Nutrition Guidelines Updates, Food Safety Conversation Cards, Gender Inclusion: Use of Pronouns Identifiers, and Compassion Fatigue. Network meetings also provided those present with valuable opportunities to collaborate, share resources and learn from one another.

Coalition chairs continued to participate on an informal, CPAC CPNP national leads table which meets to discuss the unique work and value of CAPC and CPNP projects across our nation. The table has had opportunity to engage with the Department of Youth and Children and provide feedback on the March 2021 Evaluation of PHAC's Community Action Program for Children (CAPC) and Canada Prenatal Nutrition Program (CPNP) – 2015 -16 to 2019 – 20. The Evaluation highlights that CAPC and CPNP projects help participants gain knowledge and skills and improve health behaviours, health, and well-being and recognizing that projects play an important role in addressing the ongoing and fundamental needs of their participants to support prenatal health and early childhood development. The evaluation outlines key recommendations for the future. We strongly encourage coalition members to become familiar with the evaluation, it's recommendations, and highlights. You may download a copy of the Evaluation by visiting our website at www.capccpnpalberta.com/capc.html



CO-CHAIRS



Capacity Building:

Capacity building grants are available to projects up to a maximum of \$3000 per project, through an application process. Through this grant, the coalition was able to support professional development and training for staff at many CAPC and CPNP projects. Due to lower capacity building grant applications, some finances were available to support capacity building through the purchase of resources for projects. The purchased resources will be available for projects to pick-up at the October 2023 Face to Face conference.

The coalition rolled out some big changes for the 2022 annual Face to Face Conference. The conference was relocated, from the Fantasyland Hotel and Conference Centre, to a coalition member project site - Alberta Parenting for the Future (APFA) in Stony Plain! Together, the coordinator, board and sub-committee members, organized an incredible two-day conference. Attendees can be assured the Face to Face Conference will be a highlight of their year. This year proved to be no exception! Attendees enjoyed even more networking and learning opportunities with the addition of new options such as the APFA site tour and optional evening activities such as painting, yoga and Zumba. Of course, valuable learning took place by way of thoughtful keynote and breakout sessions. Keynote topics included “Maternal Mental Health Through an Indigenous Lens” and infant and perinatal mental health. Conference highlights also included presentations facilitated by our very own coalition members. Breakout sessions included Secrets Parents Keep: Let’s Talk about Scary Thoughts with Amanda McMillian, Suicide Awareness with Deanna Marler, Supporting Non-Binary and 2SLGBTQ Families with Eugena Maguire and more. The coalition was honoured to have PHAC representatives, Pamela Amulaku, Senior Manager, Program Delivery Western Region and Avneet Mangat, Junior Program Officer, attend some of the conference.

We sincerely appreciate coalition membership sharing from their vast experience and knowledge. If you and/or a member of your team are interested in presenting at an upcoming provincial networking meeting and/or the Face to Face conference, please get in touch with Erin or one of the capacity building committee members.

CO-CHAIRS

Board Governance and Accountability:

In addition to attending board meetings, serving on committees, helping organize coalition events and activities such as the conference and provincial networking meetings, some of the other Board activities this year included:

- Reaching out to the Alberta Joint Management Committee (JMC) to re-establish communication after an unplanned hiatus due to the pandemic.
- The board experienced some changes. The board said goodbye to Lisa Barton and Cynthia Tonet and welcomed Amber Perkins and Jen Sinclair. At the last AGM, Teri moved from the co-chair position to past-chair representative. Brandy moved from vice-chair to the co-chair position, now serving alongside Rose as coalition co-chair. Jen Sinclair became the vice-chair. A new PHAC representative, Claire Meiklejohn, Senior Program Officer, Western Region, joined the board in the fall.
- Erin Casey, completed her first year as our coalition coordinator. Congratulations Erin. Erin serves you, the coalition, and the board with regular communication, organization of coalition activities and events, through attendance at coalition board meetings, and participation on internal committees as well as around external tables. Erin also regularly updates info on the website and helps us make sense of the survey data to ensure the coalition can continuously work to serve you better. Please visit the coalition website at <https://www.capccpnpalberta.com>, to appreciate her efforts, find relevant information and resources, and, while you're there, ensure your project information is current and accurate.
- The Board reviewed and restructured board committee structures, establishing four standing committees:
 - Communication Committee (consolidation of the communication and emerging issues committees)
 - Capacity Building Committee (consolidation of the capacity building and conference planning committees)
 - Strategic Planning Committee
 - Program Visitation/Collaboration Committee
 - An ad hoc HR Committee was also established
- A Committee Terms of Reference was adopted.

Thank you to the board and coalition members who have volunteered to serve on these committees.

CO-CHAIRS



Strategic Planning

At the end of the 2021-22 program year, the coalition strategic plan was updated and reviewed at the March 2022 board face to face meeting. A mid-term review is planned for October 2023. The plan provides guidance and a framework for the board priorities, efforts and evaluation. Projects may download a PDF copy of the strategic plan on the coalition website.

Moving Forward

In closing, we wish to once again take this opportunity to acknowledge the hard work, commitment, creativity and dedication of Alberta's CPAC and CPNP projects and their staff. The coalition and its' members are here to provide much needed support to you, your project and team members.

We wish you the very best as you continue moving forward in the 2023-24 program year. Every day, Alberta's CAPC and CPNP projects make a difference in the lives of vulnerable women, children, and families thanks to your dedicated efforts and those of the projects you represent.

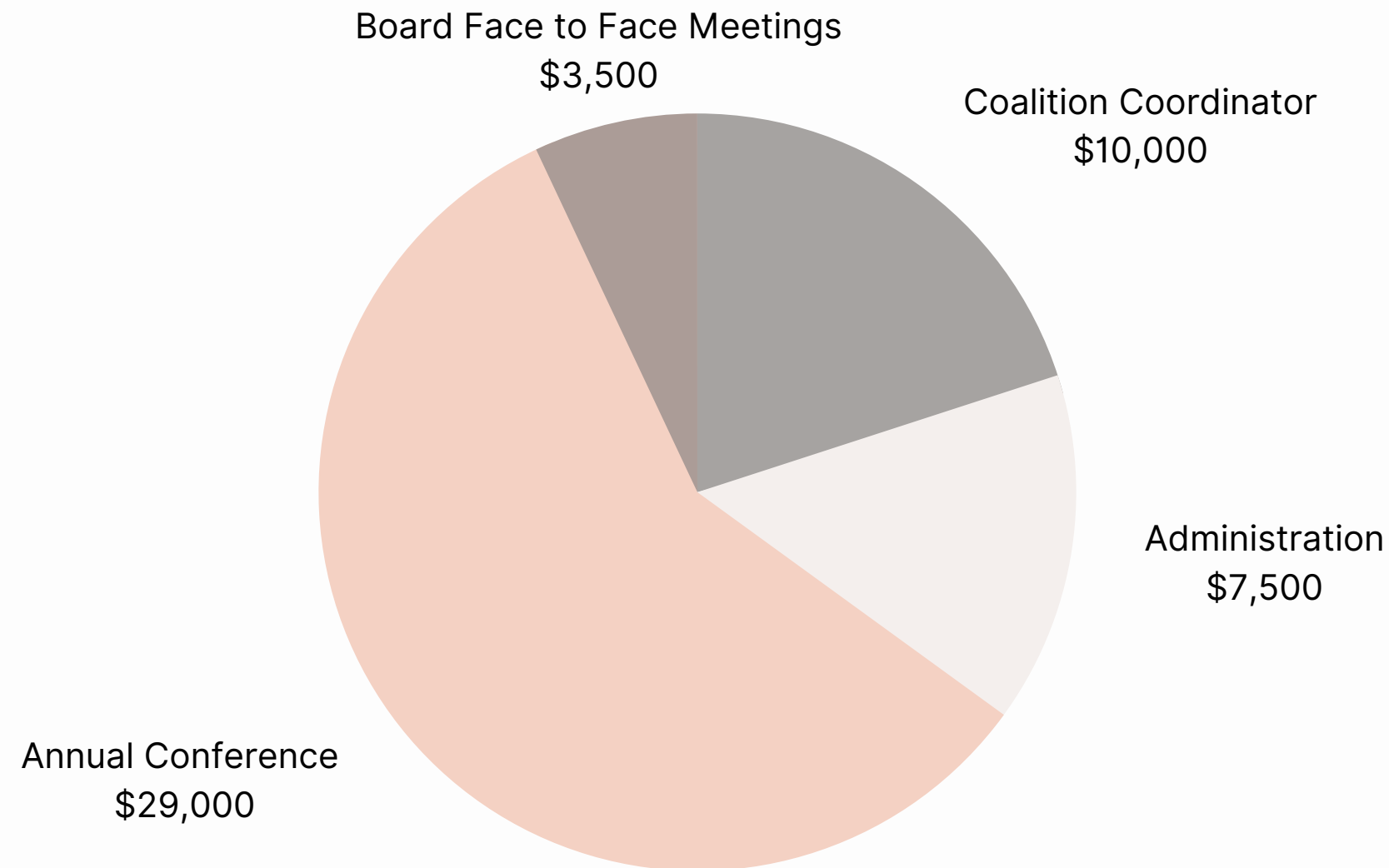
***Sincerely,
Brandy & Rose***

Bankers

APFA - Pamela

Alberta Parenting for the Future Association holds an agreement for \$50,000 for the CAPC/CPNP Coalition to strengthen public health capacity at the community level to meet the needs of children (0-6 years of age) and their families facing conditions of risk.

Bankers - APFA



● \$10,000 for the Coalition Coordinator to oversee the activities of the Coalition including hosting and follow up from:

- 7 Board teleconferences
- 2 face-to-face Board meetings
- 4 Provincial Networking meetings
- 1 Yearly AGM

During the Board teleconferences and the project networking teleconferences, emergent issues affecting families were discussed. The three year strategic plan was presented and reviewed as was the annual work plan.

● \$7,500 for the administration of the agreement

● \$3,500 for two face to face board meetings,

● \$29,000 for the expenses associate with the annual conference. We were able to meet in person at the Family Connection Centre with 45 projects in attendance plus speakers and guest representing just under 100 participants from across the province combined over the two days.

The program included the following topics: Infant Mental Health, Positive Relationship with Food During Pregnancy, Supporting our Non-binary and 2SLGBT1Q+ Families, Perinatal Mental Health , A Trauma Informed Approach, Recognizing Signs of Suicide, Maternal Mental Health Thoughts and Self Care.



Bankers

Candora - Crystal

There were 14 projects who applied for capacity building funds this project year.

The entire 50,0000.00 was spent as well as the surplus from last year.

To utilize all the funds this year, we also purchased 3 resources for the projects:

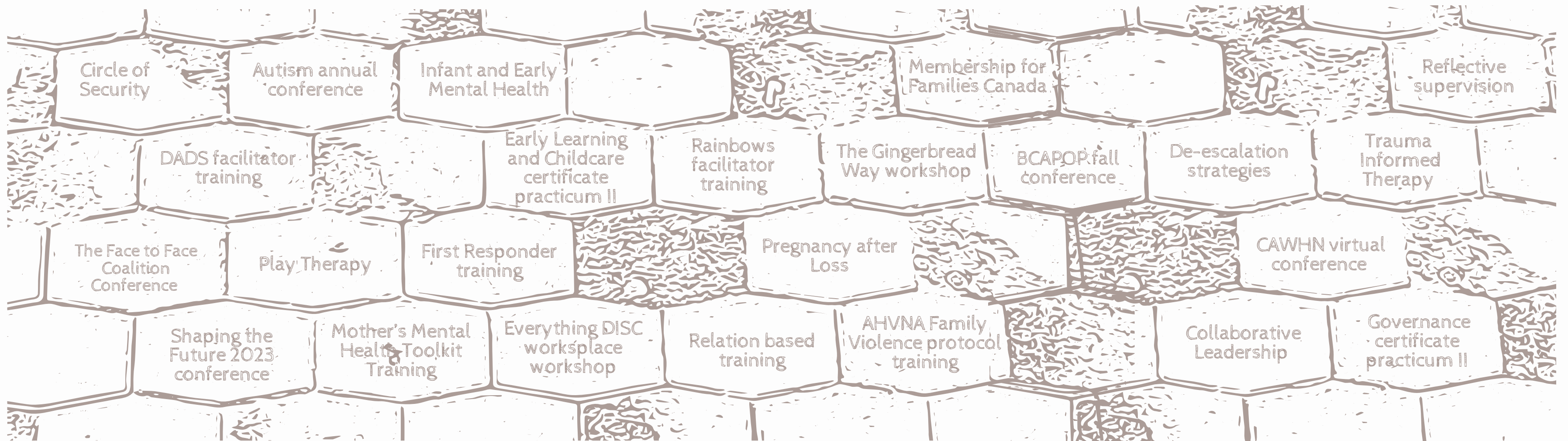
- Growing a Child
- Building Better Brains kits
- More than a Meal books.

These resources can be picked up at the fall conference.

Bankers - Candora



All projects reported receiving beneficial training that will apply to the successful running of their projects in the coming year.





Coordinator

Erin

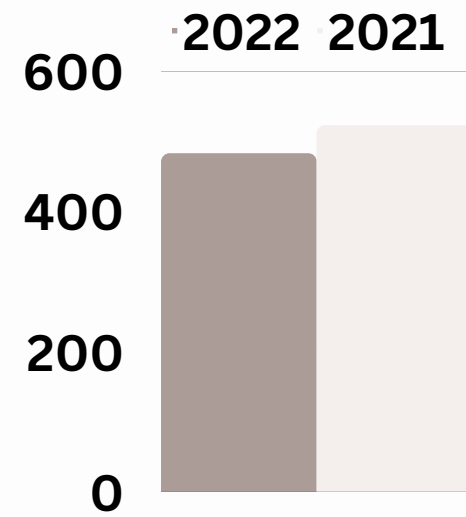
Message to Alberta CAPC/CPNP Coalition Members:

2022 was a fantastic first year of stepping into the coalition as coordinator and syncing into the rhythm of a well-maintained machine. In spite of a learning curve that comes with onboarding, it's been a great pleasure to be surrounded by such passionate, knowledgeable, and impressive individuals

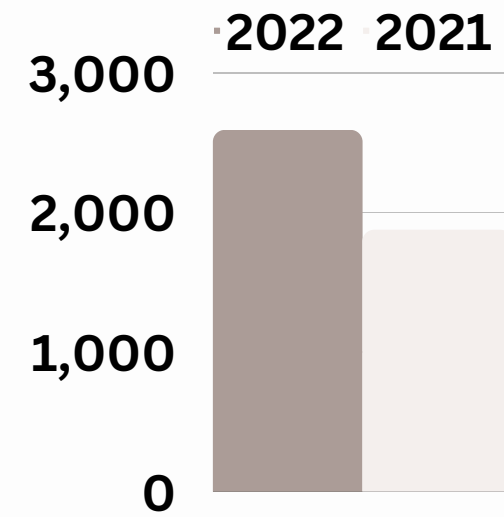
Thank you for all the hard work that was put into showing up and participating in meetings throughout the year, contributing to the essential work completed by way of the committees and board, and collectively uniting to strengthen the capacity within our communities.

Coordinator

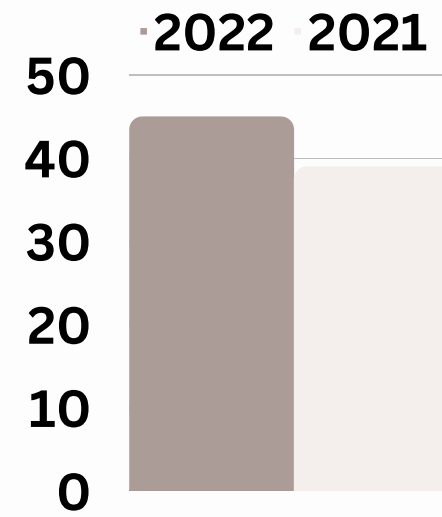
Emails



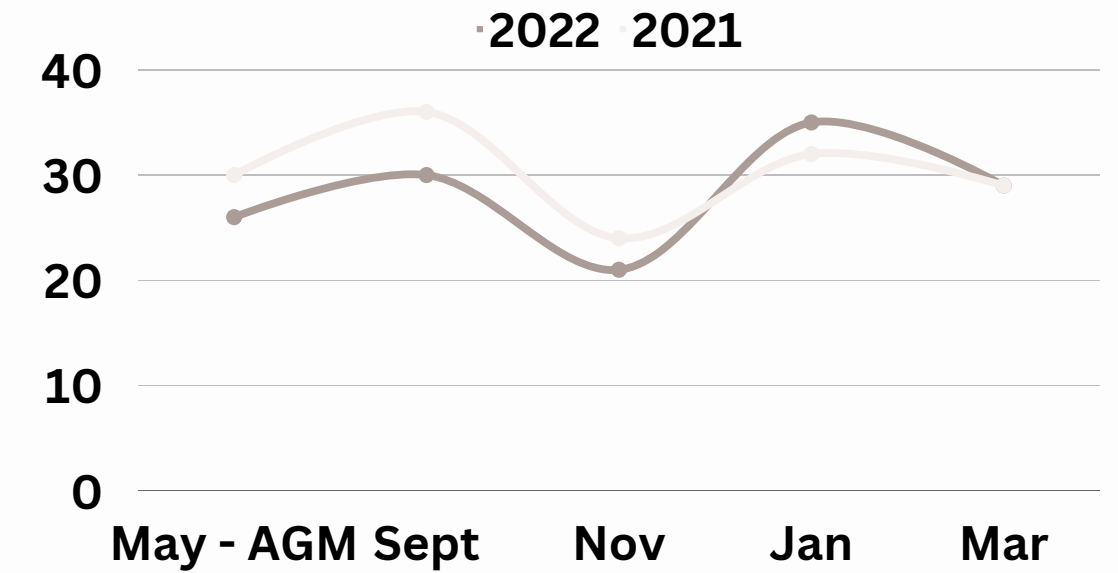
Website visitors



Conference Registrants



Networking Meeting Attendance



9 Board Meetings:
7 virtual, 2 in-person

4 Committees:
15 Committee Meetings

2,591 Website Visitors

141 Total Networking
Attendance

9 Board Members

11 Committee Members

483 Emails
6 Website Submissions

45 Conference registrants

Coordinator

The Alberta CAPC CPNP Coalition and its members are recognized in the province as key stakeholders in prenatal, maternal, infant and child health. Agencies and organizations continue to seek our input, particularly in relation to serving at risk and vulnerable populations. CAPC CPNP Coalition Coordinator collaborated with the Alberta Health Services Reproductive Health Target Population Working Group provide liaison between both the larger Coalition, Prenatal Maternal Health, & Nutrition Services.

In 2022-2023, the CAPC CPNP Coalition Coordinator collaborated with Alberta Health Services working group to provide feedback from coalition projects on these following deliverables:

Mat LEL Pictorial Resources

Food Safety Conversation Cards

Dairy Foods for Pregnancy

Eating Fish in Pregnancy

Iron Foods for Pregnancy

Multivitamin

Inclusive language Nutrition Guide (NG)

NG Pregnancy- Multiples

NG Pregnancy

NG Lactation

Prenut Tool

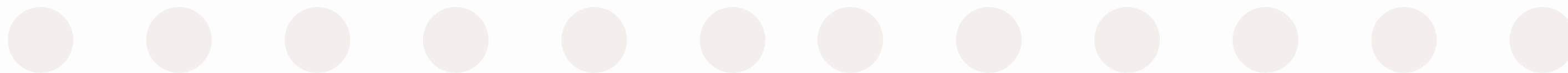
Prenut Tool Enhancement Revision

Maternal Health

Healthy Parents, Healthy Children updates

20-hour breastfeeding course

AHS.ca Wayfinder Tool



2023 Alberta CAPC/CPNP
Coalition Conference

SAVE THE DATE



"Building Resilience"

Calgary, Alberta

2023-2024

Board of Directors

Co-Chairs

Banker- Alberta Parenting for the Future -

Pamela Geddes/Angie Smith (CAPC/CPNP)

Banker- Candora Society of Edmonton -

Crystal Nahaiowski (CAPC)

Coalition Coordinator- Erin Casey

PHAC Representative- Claire Meiklejohn

Current Board Members

Co-chair – Rose Boersma (CAPC) -renewed

Co-chair – Brandy Berry (CPNP) -renewed

Vice Chair – Jen Sinclair (CAPC/CPNP)

Janelle Peterson (CPNP)-renewed

Mouna Gasmi (CAPC)

Norman Wang (CAPC)

Amber Perkins (CAPC)

Teri Harrison (CAPC)-renewed

Nominations

We could use more CPNP
and South zone representation

Installation



Roundtable



Closing Remarks