**Alberta CAPC/CPNP COALITION**

**Board Meeting**

Location: ZOOM

**Tuesday, Oct 4th, 2022 Time: 12:00-1:15pm**

**Attending:** Teri Harrison, Rose Boersma, Erin Casey, Aparna Munshi (PHAC), Norman Wang, Pamela Geddes, Mouna Gasmi, Lisa Barton

**Regrets:** Crystal Nahaiowski, Janelle Peterson, Brandy Berry

1. Rose called the meeting to order at 12:07 pm
2. **Approve Agenda**  – Teri motioned to approve. All approve. Passed.
3. **Approve Minutes of Sept 6, 2022 meeting**– Teri motioned to approve. All approve. Passed.
4. **Old Business**
5. Review & Ratify Terms of Reference – Tabled
6. Committee Terms of Reference - Tabled
7. Communication Plan – Teri & Erin

* Presented the first draft stakeholder analysis- template is created, and stakeholders have been inputted. Next steps are to refine the stakeholder list and fill in the contact info. Eventually reaching out to each of the stakeholders to open the conversation on how we can best work together and communicate.
* Aparna shared a couple ideas from the other projects: a newsletter and the “Stories”  
  From Aparna: “here is the link for BC CAPC newsletter https://www.keepingintouchbc.com/. They do have a wonderful section on “our stories” OUR STORIES — Keeping In Touch (keepingintouchbc.com) They create opportunities for Coordinators to learn from each other's programming innovations and best practices, share updates on what's happening in the region and amongst their target populations and participate in region-wide training events/receive resources they may not otherwise have easy access to.”
* Aparna also brought the idea to ask for submissions from the projects about their achievements and accomplishments so we can highlight on the website.
* Rose shared a calendar communication template from the FRN.
* ACTION: Erin to draft an email for submissions and stories to projects

1. Impact Statement Feedback - Rose

* Brandy, Rose, Erin & Aparna are meeting on Oct 13 to evaluate purpose and rework the information/content by using suggestions from the board members.
* Aparna agreed to assist in helping us gather statistical data we’d like to use on the impact statement. Aparna is working on getting to us statistical data from the projects’ ARTs (aiming to get it to us next month). Data is limited to the years prior to 2019/2020. Provincial data and national data is available.
* Revision considerations: who are we presenting our project’s impact to? What quantitative and qualitative data would be valuable (participant numbers are not always helpful)? How can we show in a creative and effective way all of our networks and partnerships? How the projects have been able to navigate through the pandemic? (Aparna said that it’s been very obvious in the ART reports that while public health funds have been limited, the CAPC/CPNP projects still managed to be flexible and adaptable to accommodate and it would be good to capture the ways the projects did that)   
  Aparna also suggested that we try to capture how the projects have been able to get their communities in touch with resources and building synergies into the resources that we already have available. These are some of our greatest contributions to the community that we want to highlight on.
* **ACTION:** Erin to share feedback received to Rose and Brandy
* **ACTION**: Anyone interested in helping with the Impact Statement message tuning, data collection or design can reach out to Erin

1. **Reports – New Updates**
2. PHAC – Al & Aparna
   * + Aparna will be going on Maternity leave end of October/ beginning of November. (CONGRATS!!) Pam Amulaka is working on finding Aparna’s replacement on the board. **ACTION**: Either Pam A. or Aparna let us know when they find her a replacement.
     + Progress reports are due October 31st, Program officers will be in touch with the projects that are to participate. Projects participating are those that have an annual budget >$250k.
     + Aparna sends her regrets to the conference. Pam A. and Avneet are the program officers that will be attending.
     + Aparna asked if she can share our Impact Statement with Jessica Campbell, with CAPC BC.
3. Co-Chairs – Brandy & Rose
   * + No report.
4. Activities & Budget – Pam
   * See attachment
5. Coalition Coordinator – Erin
   * + See attachment
6. **New Business**
7. Conference update
   1. See coalition report
8. Survey(s)- Tabled
9. Board Membership Lisa stepping into Interim director. She will ask Amber with Families Matter to step into her position on the board – Lisa will still be at conference.   
   **ACTION**: Rose to review terms of reference and we will table until the face to face meeting.
10. **Meeting Adjournment:** motioned to adjourn meeting at 1:17 pm. All in favour.