**Alberta CAPC/CPNP COALITION**

**Face to Face Board Meeting**

Location: Family Connection Centre, Stony Plain

**Monday, Oct 24th, 2022 Time: 9:00-3:30pm**

**Attending:** Brandy Berry, Teri Harrison, Rose Boersma, Erin Casey, Norman Wang, Pamela Geddes, Lisa Barton, Janelle Peterson, Crystal Nahaiowski, Amber Perkins, Jen Sinclair

**Regrets:** Mouna Gasmi

1. **Call to Order**- Rose called the meeting to order at 9:12 am
2. **Approve Agenda** – Brandy motioned to approve. Lisa second it. All approve.
3. **Approve Minutes of Oct 4, 2022 meeting**– Brandy motioned to approve. Teri second it. All approve.
4. **Reports – New Updates**
   1. PHAC- Aparna – No Update
   2. Bankers

* Capacity Building - Pamela

No update until after conference expenses are put through

* Program Visitation – Crystal

Only a handful of projects have applied for the funding available. Crystal will address at the conference that there are funds available and how to apply for them.

* Norman motioned to approve Banker’s reports as presented. Jen seconded. All in favour.
  1. Coalition Coordinator- Erin
* Quick Reference Sheet for the website
  1. Committee Reports
* Conference Update – Janelle (Refer to Registration report)  
  Registered -45 people, 60 including speakers and Family Connection Centre staff

Hotel rooms ~ 77 rooms

Breakout sessions – divided equally

Optional activities – paint night lady cancelled due to illness; Norman stepped into to host paint night.

* 1. Co-Chair- Rose/Brandy
* National Leads UpdateThe DCY had committed to clarifying within a couple of weeks exactly how the extension process would be rolled out; that is, what administrative requirements will be necessary and the timeline. Regarding program renewal, this conversation was the first and that DCY would be returning to the Network for further consultation. In order to shape and plan this consultation process on the future of the programs, the Network has requested, as a next step, further communication by having DCY clarify what we are being consulted on. The DCY expressed willingness to write a proposal or discussion paper that CAPC/CPNP projects across the country could, essentially, discuss and react to. There will be an update once the network receives their response.

1. **Old Business** 
   1. JMC Draft Letter – Rose & Brandy  
      - Letter was drafted and revised by Rose & Brandy. Board reviewed the document and finalized it. Amber motioned for the letter to be sent to our program officer. All in favour. Passed.  
      **Action**: One of the co-chairs will email this document to our program officer.
   2. Review Terms of Reference Recommendations

* All edits were reviewed and accepted. Janelle motioned to approve new terms of reference. All in favour. Passed.
  1. Review Committee Terms of Reference Recommendations
* All edits were reviewed and accepted. Norman motioned to approve new terms of reference. All in favour. Passed.
  1. Committee Recruitment and Succession Planning
* Jen Sinclair nominated self as vice-chair
* Amber Perkins taking Lisa Barton’s position on the board
* Designated Board Lead for Committees:
  + Communication: Teri H.
  + Capacity Building: Crystal N.
  + Strategic Planning: Brandy B. / Rose B.
  + Program Visitation: Brandy B. / Pamela G.
* Rose motioned to accept the slate of changes to the board. Crystal seconded it. All in favour. Passed.

1. **New Business**
   1. Conference Timing

To make the conference accessible to everyone, we need to evaluate the timing of the conference as it conflicts with reporting schedules and AHVNA’s conference.

**Action**: Rose or Brandy will follow-up with AHVNA to discuss next year’s conference dates.

* 1. Review Workplan Objective #1 – Tabled for next meeting.

**Action**: Erin to add to next meeting’s agenda

**Meeting Adjournment:** Jenmotioned to adjourn meeting at 3:06 pm. All in favour.