**Alberta CAPC/CPNP COALITION**

**Virtual Board Meeting**

Location: Virtual

**Tuesday, Dec 6th, 2022 Time: 12:00-1:15pm**

**Attending:** Brandy Berry, Teri Harrison, Rose Boersma, Erin Casey, Norman Wang, Pamela Geddes, Lisa

Barton, Janelle Peterson, Crystal Nahaiowski, Amber Perkins, Jen Sinclair, Claire Meiklejohn

**Regrets:** Mouna Gasmi

1. **Call to Order**- Brandy called the meeting to order at 12:02 pm
2. **Approve Agenda** – Brandy motioned to approve. Teri second it. All approve.
3. **Approve Minutes of Oct 24, 2022 meeting**– Amber motioned to approve. Rose second it. All approve.
4. **Reports – New Updates**
   * **PHAC - Claire –**

Introductions, new program officer in Edmonton, been with PHAC out in Winnipeg

* Aparna – had a healthy baby boy, Rashir. Both are doing well.
* No contract renewal updates yet. Hopefully soon.
* There’s 6 program officers working on the Alberta files so they are hoping to stabilize balanced case loads for everyone soon.
* To contact: email [claire.meiklejohn@phac-aspc.gc.ca](mailto:claire.meiklejohn@phac-aspc.gc.ca)
* Project meetings are underway. Brandy and Rose wanted to remind everyone that when asked about additional information that it’s important to address the difference the programs are making with families in our communities, especially in the current context right now. PHAC is interested in hearing about how the CAPC and CPNP projects are a solution to emerging issues across the province (ie. CPNP projects are providing milk coupons and formula during this time of food costs inflating making a major positive impact on prenatal health.).  
  + **Co-Chair- Rose/Brandy**
* JMC Draft Letter – Rose   
  Letter was drafted, revised, and sent by Rose & Brandy. PHAC confirmed receipt. Waiting to hear back.
* Conference Timing - Brandy

To make the conference accessible to as many as possible, the co-chairs would like to evaluate the timing of the conference as it conflicted with reporting schedules and AHVNA’s conference this year.  
Pamela pointed out to consider the hosting agency’s calendar when choosing conference date for next year.

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

* + **Bankers**
* Capacity Building - Pamela

Conference expenses have been entered. This year’s conference cost the coalition $3,125 less than the previous year’s conference. APFA is right on par with being fully spent this year with a remaining $9,606 left.   
Immigrant Services Calgary has expressed interest in hosting the conference next year.

* **Program Visitation – Crystal**

Monies expended on capacity building project applications and travel for capacity building. There is still about $3,000 left to be processed by Crystal. The budget doesn’t reflect the rollover amount.  
Email the capacity building form with instructions to the network specifying that there’s $3,000 per project but not all the money has to be requested at once. The application submission deadline is January 31, 2023.

ACTION: Add to the Capacity Building Committee meeting agenda (meeting Dec 21) - developing a contingency plan to use unused funds for the whole coalition. Training ideas: technology impact on families and children, mother’s mental health, motivational interviewing.   
ACTION: Erin to send out an email to all projects inviting them to apply for capacity building grant funds, if they haven’t already.

ACTION: Crystal to look into the capacity building definition to better define how funds can be used by projects (ie. Membership fees, Tech courses costs, fees to support project’s training) and to bring back what was discussed following the meeting with Claire.

ACTION: Claire to inquire into what PHAC’s stance is on memberships for capacity building funds and ask colleagues of any upcoming training opportunities and communicate back with us.

* Teri motioned to approve Banker’s reports as presented. Norman seconded. All in favour.   
  + **Coalition Coordinator- Erin**
* See Coalition Coordinator report
  + **Committee Reports**
* **Capacity Building Committee – Crystal**

Next meeting is December 21st.   
Brandy has offered to connect the capacity building committee with the FASD network or to even offer a staff member to present a mini-training at the next Provincial Network meeting. Emerging issues to possibly look into training on: technology refresher, intergenerational families/ elder abuse, suicide prevention/ grief/ loss.

* **Communication Committee – Teri**  
  Next meeting is December 15th so there’ll be more updates to come.
* **Strategic Planning Committee – Rose**

Rose and Brandy plan to meet to discuss the best way to evaluate the strategic plan moving forward as a board as whole. Next meeting – in the new year

* **Program Visitation Committee – Pamela/Brandy**

The program visitation funds have been transferred in previous years to supplement conference costs. Pamela and Brandy will arrange a time to meet to discuss the future of the Program Visitation program and recommendations.

1. **Old Business** 
   * Conference Feedback Review – Erin   
     33 responses compared to 34 responses from last year. Very positive feedback on venue, experience, speakers, activities. Networking was a very important piece.  
     Pamela shared the positive experience APFA had hosting the conference her willingness to encourage and be a resource for future organizations. Brandy expressed her appreciation on behalf of everyone for all that APFA did to coordinate this year’s conference.  
      ACTION: Erin to email out survey responses to the board.
   * Review Workplan Objective #1 – Tabled until after strategic planning committee meet
2. **New Business**
   * Workplan Objective #2 review - Tabled until after strategic planning committee meet
   * Strategic Plan Goal # 4 review/update **-** Tabled until after strategic planning committee meet

**Next Meeting:** Rescheduled to January 10th 1:15- 2:30pm.

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