**Alberta CAPC/CPNP COALITION**

Board Meeting via Zoom

Meeting Agenda

**Tuesday, January 10, 2023 Time: 1:15 pm – 2:30 pm**

[Meeting Link](https://us06web.zoom.us/j/82186260712?pwd=aW91blQxTlpKMUhKQjNWdk5DQmRaUT09) | Meeting ID: 821 8626 0712 Passcode: m4Z8nd

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

**Regrets:** Mouna Gasmi

1. **Call to Order**- Rose called the meeting to order at 1:16 pm
2. **Approve Agenda** – Rose motioned to approve. Teri seconded it. All approve.
3. **Approve Minutes of December 6, 2022 meeting**– Jen motioned to approve. All approve.
4. **Reports – New Updates**
   * **PHAC - Claire –**

* No update on renewals yet.
* JMC meeting is being planned for (early) February. Claire will bring our letter to the meeting.
* Underspending declarations and budget transfer requests should be submitted to your program officer.
  + **Co-Chair- Rose**
* No update
  + **Bankers**
* **Program Visitation (APFA) – Pamela/ Angie**

No update – all monies have been spent

* **Capacity Building ( – Crystal**

Numbers have changed since the budget report was sent out. As of January 9, 2023, $26,000 have been used, with about $12,000 still pending processing. That puts actuals at around $38,000. Coalition-wide email was effective in generating an increase in funding applications and with more variety.

Crystal noticed that the $4,000 roll-over amount from last year is not represented on the financial excel sheet.   
ACTION: Crystal will get in touch with her banker to make sure the roll-over amount is accounted for in the financial reports.

ACTION: Crystal will send budget with updated numbers to Erin.

ACTION: Add to Administrative calendar to promote the capacity building fund to the coalition for earlier in the year, before conference.

ACTION: Add to Conference agenda for a 30-minute round table session for project representatives to share the way their project utilized the capacity building funds and the impact it made.

ACTION: Claire will inquire with her colleagues of any fresh ideas to use capacity building funds to bring back to the board. And to reach out to Crystal about projects that aren’t as involved.

Janelle motioned to approve Banker’s reports as presented. All in favour. Passed.

* + **Committee Reports**
* **Communication Committee – Teri**
  + Met on December 15, 2022. See meeting minutes.
  + Binder – The binder is very outdated and no longer applicable. Board agrees unanimously to remove old binder from the website.
  + Meeting Videos – Board unanimously agrees to pause the meeting videos posted on the website until further discussion. Board documents will be approved prior to being posted on the website.
  + Annual Survey – Will be discussed at the next meeting. The goal is to bring back a draft of the survey to the next board meeting.  
    Next committee meeting is January 16th 12pm-1pm.
* **Capacity Building Committee – Crystal** 
  + Met on December 21, 2022. See meeting minutes.
  + Provincial Networking mini-training: Crystal got in touch with Rose to arrange for Lethbridge Family Services to present at the January 25 meeting on Compassion Fatigue.
  + Ideas for unused training dollars was discussed. Adding an indigenous addendum to Mother’s Mental Health Toolkit. The committee is looking into what that process looks like and how much it could cost. Crystal to get in touch with Rose to discuss group connections further for reporting. Is there anyone interested in attending a training to be a train-the-trainer for Mother’s Mental Health Toolkit?

Next meeting is TBD.

* **Strategic Planning Committee – Brandy/Rose**

No update.  
Next meeting – TBD

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

No update.  
Next meeting – TBD

* + **Coalition Coordinator- Erin**

See Coalition Coordinator report  
Rose pointed out that the resources included in the coalition coordinator report could also be shared with all the projects as another engagement tool.

ACTION: Erin to connect Capacity Building committee lead to AHVNA director to discuss conference date.  
Janelle volunteered to attend the Overview and Discussion meeting on Jan 18.

ACTION: Erin to send Janelle details of the meeting.

1. **Old Business**
2. **New Business**

Next F2F meeting – Spring date?

* Budget – There is enough room in the Program Visitation meeting budget and in the Capacity Building fund, as long as a training is involved, to cover the costs of the F2F meeting. The board will apply for the funds on one application.
* Training – Formal board training
* Dates – Monday and Tuesday, March 6-7, 2023
* Location – Calgary  
  ACTION: Amber to confirm booking a meeting space at Families Matter.

ACTION: Amber to let Erin know the hotel and caterer information from the last F2F meeting at FM so we can make similar arrangements.   
ACTION: Crystal to look into board training opportunities for the F2F meeting.

**Next Meeting:**

[**Provincial Networking Coalition Zoom Meeting (Link)**](https://us06web.zoom.us/meeting/register/tZcpcumopjgjGt1DxINPZUjURoYviiQ1sSi3) Wednesday, January 25th, 2023 1:00 – 2:30 pm

Mini-Training – Compassion Fatigue presented by Lethbridge Family Services

[**Board Zoom Meeting (Link)**](https://us06web.zoom.us/j/82186260712?pwd=aW91blQxTlpKMUhKQjNWdk5DQmRaUT09)

Tuesday, February 7th, 2023

**Meeting Adjournment:** Rosemotioned to adjourn meeting at 2:27 pm. All in favour.