**Alberta CAPC/CPNP COALITION**

**Virtual Board Meeting**

Location: Virtual

**Tuesday, Feb 7th, 2023 Time: 12:00-1:15pm**

**Attending:** Brandy Berry, Teri Harrison, Rose Boersma, Erin Casey, Norman Wang, Crystal Nahaiowski, Amber Perkins, Claire Meiklejohn, Mouna Gasmi, Angie

**Regrets:** Janelle Peterson, Jen Sinclair, Pamela Geddes

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. **Amendments to Jan 2023 Minutes –** Bankers switched: Pamela/Program Visitation and Crystal/Capacity Building

**Approve Minutes of Jan 10, 2023 meeting to include correction to minutes**– Amber motioned to approve minutes as amended. All approve.

1. **Reports – New Updates**
   * **PHAC - Claire –**

Update recap from the Provincial networking meeting

* Underspending declarations are past due. If there are any projects that haven’t turned them in yet, they need to be submitted.
* Correction to previous report - Carry forward monies need to be spent by April in the following fiscal years. For this fiscal year, programs have until June 2023 to spend monies carried forward.
* ART- CAPC/CPNP projects were given opportunities to provide feedback last year on the questions. This feedback has been utilized in the development of a new survey and will be coming out soon. No specific date of roll-out at this time.
* JMC Meeting – Pam and Claire hosted the most recent JMC meeting (first one since COVID). The meeting objective was mostly to reconvene so to make plans for future meetings. The next meeting hasn’t been scheduled but may be later in the Spring.   
  + **Co-Chair- Rose/Brandy**
* Provincial Networking meeting – Nicole (PHAC) shared information and considerations for upcoming program renewals. Refer to the minutes from that meeting for more information. National leads (grassroots) collab will be one of the avenues that PHAC will be utilizing to share and receive information on renewals to/from projects. The next meeting is Tuesday, February 14th, 2023.   
  + **Bankers**
* **Capacity Building – Crystal**

Applications are in. Currently, we are sitting at $19,350.   
The rollover amount, $4,660, is not reflective on the budget yet but that puts the annual income to $54,660.   
Crystal has inquired into a couple training opportunities for board development opportunities and will get in touch with Claire to discuss capacity building financial specifications.  
ACTION: Crystal to arrange training and get in touch with Claire

Crystal defined the budget line “Other” to be anything that doesn’t fit in to the other budget lines such as printing costs and related costs to projects bringing a facilitator to a location for training.

The board agrees to further discuss capacity dollars building contingency plan (currently at $19,350) options such as offer up additional funds to projects to be used for capacity building purposes and/or does the coalition want to consider bringing in a larger training for the network?

Crystal – using some of the funds for the F2F from the $19,350.   
Brandy- agencies are encouraging more direct client work, and less training.

Claire- Option: support projects with tools/resources

Brandy- "Growing a Child: Implementing Indigenous Ways of Knowing with Indigenous Families"  
Rose- Financial Literacy opportunity in Southern Alberta by Momentum in Calgary  
https://momentum.org/programs-services/financial-literacy-training/Jingle Dancer book

Amber and Crystal- to look at the budget and figure how much is leftover after considering the F2F costs so to make a decision at the next board meeting (F2F) on the contingency plan.

* **Program Visitation** – **Angie**

Coordinator costs have been entered. No further update.

Teri motioned to approve Banker’s reports as presented. Mouna seconded. All in favour.

* + **Committee Reports**
* **Capacity Building Committee – Crystal**

No update.

* **Strategic Planning Committee – Rose**

No update.

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

No update.

* **Communication Committee – Teri**  
  Teri facilitated the review of the 22-23 Coalition Annual Survey. Teri recorded notes of changes and will look again with the committee before it is sent out. Goal is to have the survey ready for distribution March 1.
  + **Coalition Coordinator- Erin**
* See Coalition Coordinator report

Seeking Resource: Measurement Tool for Vaping for project

Norman motioned to approve committee reports. Amber seconded it. All in favour.

1. **Old Business** 
   * F2F Board Meeting (March) Amber

Rose added figures from last year into the chat as comparison:  
“A quick budget available for the in person meeting:  
$1,500 One night Accommodation for 12 people (maximum)   
$0.00 One day meeting room (I think the hotel should throw it in if we get a block of rooms, not sure they will)   
$180.00 for 12 Lunches at the approved expense rate of $15 per lunch  
$300.00 for 12 Suppers at the approved expense rate of $25 per supper  
$180.00 for 12 Breakfast at the approved expense rate of $15 per lunch  
$2,160 Total expenses before travel and not including a meeting room at the hotel  
$1,475 Remaining for Travel which is equal to $120 per person.”  
This year the travel cost will be higher and everyone requiring a hotel room will be staying an extra night compared to last year.

Amber- to provide quotes or costs for F2F hotels and food to Crystal so she can calculate the remaining difference, so a contingency plan can be defined. Amber to send the information by the end of the week.

Hotels & Caterer

* Amber is booking hotels today, Pamela will pay the costs upon arrival
* Amber has a couple leads on caterers that are special-diet-friendly
* Amber asked for the schedule/ agenda so to make arrangements as needed.   
  Erin to be in touch with Amber.

1. **New Business**

* No new business

**Next Board Meeting: (In-Person)** March 6-7, 2023 at Families Matter Calgary

**Next Provincial Networking Meeting: (Virtual)** March 22, 2023 via zoom

**Meeting Adjournment:** Rosemotioned to adjourn meeting at 1:11 pm. All in favour.