**Alberta CAPC/CPNP COALITION**

**F2F & Virtual Board Meeting**

Location: Families Matter, Calgary, AB

**Tuesday, Mar 7th, 2023 Time: 9:00**

**Attending in person:** Brandy Berry, Teri Harrison, Rose Boersma, Norman Wang, Crystal Nahaiowski, Amber Perkins, Jen Sinclair, Janelle Peterson, Pamela Geddes

**Attending via zoom:** Claire Meiklejohn, Erin Casey **Regrets:** Mouna Gasmi

1. **Call to Order**- Brandy called the meeting to order at 9:10 am
2. **Additions to the Agenda –** Add to new business**:** Per diem conversation, HR Personnel Committee, Board Ad-Hoc Committee for Board orientation **Approve Agenda** **with additions** – Teri motioned to approve. All approve.
3. **Approve Minutes of Feb 2023 meeting**– Amber motioned to approve minutes as amended. All approve.
4. **Reports – New Updates**
   * **PHAC - Claire**

Update recap from the Provincial networking meeting

* Annual Reporting Template (ART)- Expected roll-out date coming April 3rd ,to be submitted by the end of the month. Training will be provided. Contact your program officer or Claire if you have any questions about the ART.
* Participant survey is tentative right now.
* DCY is reconvening with Indigenous Service Canada / Inuit health branch with the purpose to get reintroduced to the personnel and programs involved, as well as to discuss ways to partner together.
* DCY has begun engaging with provinces but no formal update on renewals at this time.
* Alberta JMC- Plan to meet again in late spring.  
  + **Co-Chair- Brandy**
* Rose & Brandy will be attending the next National Leads meeting, on April 4th, with Sally Scott (PHAC). Jen will chair the next board meeting, since it is the same time.
  + **Bankers**
* **Program Visitation** – **Pamela**

APFA is paying for the hotels from the F2F meeting. After the hotels and the coalition coordinators hours, all monies will be spent. APFA plans to spend all money.

* **Capacity Building – Crystal**

Budget is not accurate. Crystal will send most recent one. Candora is paying for travel and training for this F2F meeting so there is a plan to use the remaining dollars on supplies. Candora plans to spend all money.

Jen motioned to approve Banker’s reports as presented for today. Amended budget to be shared by the end of the week. Teri seconded. All in favour.

* + **Committee Reports**
* **Communication Committee – Teri**  
  Survey – 50% response so far, one more push. Deadline is March 15th.   
  The committee used the strategic plan to inform the survey.

**ACTION**: Erin to send another email out about surveys

**ACTION**: Erin to add to next communication committee meeting agenda – website edits

* **Strategic Planning Committee – Rose**

Moving forward- add strategic plan headings as standing items on future agenda/ minutes template to address one of the bullets each time:

* + Maintain the coalition
  + Raise the coalition project profiles
  + Contribute to advocacy to projects & relevance
  + Best practices
  + Fiscal responsibility (one of the items addressed at the board meeting during training)

Strategic Plan Timeline – Cumulative report to capture all notes from each of the board meetings

Add applicable dates to the strategic plan.  
**ACTION:** Add applicable dates to the strategic plan (2022-2025, and Sept 2023 – Mid Term Review)

**ACTION**: Erin to add to September board meeting - Mid-term review  
**ACTION:** Erin to add to future board meeting: one Strategic Goal to review

* **Capacity Building Committee – Crystal**

Next Meeting is March 22, 2023 – starting to plan training sessions for conference   
Brainstorming ideas, themes, and speakers.   
Brandy – Certified neurogenic art therapists – Idea for conference. Brandy is bringing her into her facilities for a session and will let us know about her experiences.   
Mini trainings organized by capacity building committee in coordination with Erin.  
Brainstorm:  
Brandy brought to the capacity building committee – Alberta Children’s Services Intervention – Duty to Report training – 45 minutes (Brandy has a contact) & FASD presenter (Angela) & she has a contact for someone who does poison control training.

Rose brought to the capacity building committee – Pediatric rehabilitation training presentation (Melany Duffin, AHS- 587-771-0152)

Janelle has a contact with AHS who can do some training for mini-trainings and/or conference.   
**ACTION:** Erin to bring training ideas to next capacity building committee

Erin to connect with Janelle mini-training for March 2023

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

Program visitation is to be used to supplement the conference, as it all comes from the same “pool” of money.   
What is the intention of the program visitation aspect? To visit other agencies similar to your project’s so to job shadow and have an opportunity to learn from others.   
NOTE – Program Visitation is not being utilized the same as it once was. COVID not being a factor.   
Food for thought- Do we continue with the program visitation piece for one more year and re-evaluate afterwards? Is there an option to require a fee to attend the conference to supplement the program visitation budget?

**ACTION:** Pamela to reach out to Mosaic Calgary about their interest in hosting the conference and connect them with the conference planning committee.

**ACTION:** Communication committee to wordsmith a poll question for the Provincial networking meeting to ask participants if a fee would affect their attendance to the conference.

* + **Coalition Coordinator- Erin**
* See Coalition Coordinator report

**ACTION:** Janelle to follow up on Deanna Marlar’s email.

Break @ 10:38am.

Janelle motioned to approve committee reports. Teri seconded it. All in favour.

1. **Old Business** 
   * Capacity building funds contingency plan
     + Before March 31st, Achieve training must be completed
     + 60 days ($129) pick one course and submit receipt and expense form to Crystal, by March 15th.  
       **ACTION:** Submit receipts and expense forms to Crystal by March 15th.
2. **New Business**

* Administrative Calendar items – tabled until the next meeting

**ACTION:** Amber to look in the historical board binder for the by-laws and policies so Erin can forward them to everyone for next meeting.

* Per diem: Mileage increase to $0.54/KM and meal stipend increase

Discussion. Crystal motioned to increase the Dinner stipend by $5.00. Rose motioned to increase the lunch by $5.00 as well. Brandy makes suggestion for CAPC/CPNP coalition coordinator to provide receipt for full reimbursement of meal since there is no organization assisting financially.   
Suggestions: Breakfast- $15 - Lunch- $18 - Dinner- $30  
**Motion:**

Meals for CAPC/CPNP coalition coordinator are not per diem. The meal receipts need to be provided to the coalition for reimbursement, additional items (including but not limited to alcohol, appetizers, desserts) will not be reimbursable.  
**Teri motioned to approve, Mouna second it. All in favour. Passed.**Increase the lunch per diem to a maximum of $18.00, to be supported with original receipts.

**Janelle motioned to approve, Amber second it. All in favour. Passed.**

Increase the dinner per diem to a maximum of $30.00, to be supported with original receipts.

**Norman motioned to approve, Mouna second it. All in favour. Passed.**

Keep breakfast per diem to a maximum of $15.00, to be supported with original receipts.

**Norman motioned to approve, Mouna second it. All in favour. Passed.**

Effective April 1, 2023

**ACTION:** Bankers to update expense forms to reflect increases per diem, note that all supporting documents/receipts must be submitted with expense forms and the coalition will not pay for alcohol.

* Mileage & hotel rooms discussion

**Motion**To leave the mileage reimbursement rate at $0.51/km

**Jen motioned to approve, Teri second it. All in favour. Passed.**

Effective April 1, 2023

**ACTION:** Board to consider ways to cut costs for conference such as room-sharing for agencies sending multiple staff members.

* Board Orientation

What do we want that to look like? Power point… Binder…

Members - Jen Sinclair (lead), Communication Committee sub-project  
Loop Chairs into conversation (after summer)

**ACTION:** Erin to add to communication committee meeting agenda the orientation board as a committee sub-project, following the communication plan.

* HR Committee / Personnel committee (standing committee)

Members (odd)- Brandy, Crystal, Norman, Jen, Amber  
Performance Review

Brandy to coordinate with Crystal and Norman a time to meet.

**ACTION:** Erin to send performance review document to committee.

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

**Next Board Meeting: (Virtual)** Tuesday, April 4, 2023 via zoom

**Meeting Adjournment:** Brandy motioned to adjourn meeting at 12:03pm.