**Alberta CAPC/CPNP COALITION**

**Virtual Board Meeting**

**Tuesday, April 4, 2023 12 - 1:15 PM**

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

**In Attendance:** Teri Harrison, Norman Wang, Crystal Nahaiowski, Amber Perkins, Jen Sinclair, Janelle Peterson, Pamela Geddes **Regrets:** Brandy Berry, Mouna Gasmi, Rose Boersma

1. **Call to Order**- Teri called the meeting to order at 12:04 pm.
2. **Approve Agenda** – Amber motioned to approve. All approve.
3. **Approve Minutes of Mar 2023 meeting** – Jen motioned to approve minutes. All approve.
4. **Reports – New Updates**
   * **PHAC - Claire -** Tabled
   * **Co-Chair- Brandy** - Tabled
   * **Bankers**

* **Program Visitation** – **Pamela**

During the 2019/2020 year, program visitation funds were moved to a more generic travel expense line. Board minutes from June 2019 confirm new budget. Since then, the program visitation funds have been permanently rolled into the same budget line as the other travel expenses, according to the most recent 2017/2018 – 2024/2025 PHAC detailed budget.   
Budget years before 19/20: $6000 board expenses, $5000 program visitation, $19000 conference.   
Budget years after 20/21: $30,000 all rolled in to travel, mileage, and expenses for face to face meetings of board and conference.

**ACTION**: Erin to add to communication committee agenda “Program Visitation Application Re-wording”  
All money is spent. Funding restarts at $50,000.

* **Capacity Building – Crystal**

All money is spent. Funding restarts at $50,000.

Resources purchased to be disbursed at next year’s conference:

* Growing a Child
* Building better brain kits (Pamela)
* Healthy for you – AHS Cooking kit & Community Kitchen Start-up guide
  + **Committee Reports**
* **Communication Committee – Teri**  
  Next meeting is April 11 at 2:00pm.   
  Survey – 70% final response. Committee will get survey data to bankers on April 11, immediately after meeting.

**ACTION**: Jen to send survey data to Erin to attach to committee’s meeting email.

* **Capacity Building Committee – Crystal**

Conference – Will connect with AHVNA before next meeting to discuss dates. Pamela had emailed Maria at Mosaic in Calgary but didn’t get a response.   
2023 Conference Theme: “Building Resiliency in Children”  
Conference activities: nearby site tours/visitations, flexible attendance activities

Schedule: Dinner all together (in-house) with activities right after.   
**ACTION**: Erin to connect with AHVNA about dates.

**ACTION**: Crystal to connect with Maria about having Mosaic host this year’s conference.

Mini-Trainings –   
**ACTION**: Jen to relay to Shawna McLay that we don’t need a speaker for April, but can we see if the speaker from AHS (Gestational Diabetes) is available to present at November 22, 2023 Provincial Networking Meeting.

**ACTION:** If there are any other ideas for speakers, conference, activities, please contact Crystal.

* **Strategic Planning Committee – Tabled**
* **Program Visitation Committee – Pamela**

Report above with Banker’s report

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

AGM Reports due Friday, May 12th

1. **Old Business**

* Review of Administrative Calendar items - Tabled- Review of By-Laws   
  - Financial Management Policy Reviews  
  - Nominations Committee Report

**ACTION:** All board members to take one more look for by-laws and re-address at the next board meeting.

**ACTION:** Teri and Crystal to reach out to previous directors for any confirmation or documentation of by-laws

**ACTION:** Erin to connect with the co-chairs about the administrative calendar  
If we can’t find them,

1. **New Business**

* Review of current Board terms (3 year terms, per Terms of Reference)

Co-chair – Rose Boersma (renewed; 2022-2024) (CAPC)

Co-chair – Brandy Berry (renewed; 2022-2024) (CPNP)

Vice-chair – Jen Sinclair (2022-2024) In placement of Jane B. (CAPC/CPNP)

Janelle Peterson (2021-2023) (CPNP) \* Up for renewal

Mouna Gasmi (2022-2024) (CAPC)

Norman Wang (2021-2023) (CAPC)

Amber Perkins (2021-2023) In placement of Lisa B. (CAPC) \* Up for renewal

Past Co-Chair: Teri Harrison (renewed; 2020-2022) (CAPC) \* Up for renewal

* Board nominations

**ACTION:** Send out recruitment email to network to notify all projects that we are accepting nominations for the board next year.

**Next Provincial Networking Meeting: (Virtual)** Wednesday, May 24, 2023 via zoom

\*\*Annual General Meeting\*\* AGM Reports due Friday, May 12th

**Next Board Meeting: (Virtual)** Tuesday, May 2, 2023 via zoom

**Meeting Adjournment:** Teri motioned to adjourn meeting at 12:50 pm.