

**Alberta CAPC/CPNP COALITION**

**Virtual Board Meeting**

**Tuesday, May 2, 2023 12 - 1:15 PM**

[Zoom Meeting Link](#)

**In Attendance:** Crystal Nahaiowski, Amber Perkins, Jen Sinclair, Janelle Peterson, Pamela Geddes, Brandy Berry, Rose Boersma, Claire Meiklejohn

**Regrets:** Mouna Gasmi, Teri Harrison, Norman Wang

1. **Call to Order-** Brandy called the meeting to order at 12:01 pm.
2. **Approve Agenda** – Janelle motioned to approve. All approve.
3. **Approve Minutes of Apr 2023 meeting** – Amber motioned to approve minutes. All approve.
4. **Reports – New Updates**
  - **PHAC - Claire -**
    - Back to work since strike
    - ART reminder - friendly reminder to please send a copy of your report to your program officer after it's been submitted.
    - JMC meetings are on hold since the writ of election has dropped in Alberta.
    - For projects that haven't received funding yet, please make sure all reporting has been completed and sent in. The Center for Grants and Contributions said some funding was released last week but if you have questions related specifically to your project, please reach out to your program officer.
  - **Co-Chair- Rose -**
    - Teri is anticipating returning next week after a family emergency.
    - National CAPC/CPNP meeting: Ongoing correspondence & most recently everyone met. The department was seeking input on what an engagement process would look like & timeline. They plan on communicating with projects across the nation that contracts have been extended to March 31, 2025. The department is looking at refreshing the program. The leads around the table are from all across Canada to provide an informal voice from each province and territory.
  - **Bankers**
    - **Program Visitation – Pamela**
      - 2022-2023 is done. There have been no expenses yet for April 2023.
      - Sent Crystal a detailed budget of the conference expenses for this new year and discussed how funds from Program visitation can be utilized to offset some conference costs.
    - **Capacity Building – Crystal**
      - 2023-2024 Budget presentation
      - Only \$67.22 remaining for the 2022-2023 program year. All financials have been sent in.

Jen motioned to approve Financial reports presented. All in favour.

- **Committee Reports**
  - **Communication Committee – Jen & Amber**
    - Board Orientation Project –no objection to board member contact list to share cell numbers. Board can see orientation page [here](#), password is BoardMemberPassword
    - Annual Survey results discussion
    - Communication Plan - started the exploration phase of the stakeholder analysis

- o AHS website link discussion. Jen motioned to approve the website links. The board was in favour of having the coalition website linked on the [AHS website](#).  
**ACTION: Erin to communicate the decision to the AHS reproductive group.**

- o **Capacity Building Committee – Crystal**

- o Conference dates - Board voted unanimously to have the conference Tuesday & Wednesday, October 17 & 18, with the Face to Face board meeting on Monday, October 16.
- o Location - Janelle motioned to move to Calgary. Board voted in favour of hosting the conference in Calgary this fall.  
**ACTION: Erin to put an email out to the Calgary projects to inquire connections that can help in hosting the conference (ie. gymnasiums, food bank, rec centres, libraries, etc.) or know of resources to help off-set costs.**
- o Fee - \$50-\$75

- o **Strategic Planning Committee – Rose**

- o Upon review of Strategic Goal # 1: Maintain and Continue Coalition, Rose indicated that we are accomplishing this work and efficiently meeting our progress indicators.
- o Next meeting - summer 2023  
**ACTION: Erin to put Strategic Plan review on the board agenda in October**  
**ACTION: Erin to add to future board agenda a review of a strategic goal.**

- o **Program Visitation Committee – Pamela**

- o No update at this time

- **Coalition Coordinator- Erin**

- o See Coalition Coordinator report  
**AGM Reports due Friday, May 12th**

## 5. Old Business

- Governing documents - Strategic plan, Workplan, and Terms of Reference are documents to reference. Administrative calendar will be used by the coalition coordinator to keep track of due dates for tasks.

## 6. 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) \* Renewed for (2023-2025)
  - Janelle Peterson (2021-2023) (CPNP) \* Renewed for (2023-2025)
  - Mouna Gasmi (2022-2024) (CAPC)
  - Norman Wang (2021-2023) (CAPC)
  - Amber Perkins (2021-2023) In placement of Lisa B. (CAPC) \* Renewed for (2023-2025)
  - Past Co-Chair: Teri Harrison (renewed; 2020-2022) (CAPC) \* Renewed for (2023-2025)

**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, June 6, 2023 via zoom**

**Meeting Adjournment:** Jen motioned to adjourn the meeting at 12:45 pm.