

Alberta CAPC/CPNP COALITION

Board Meeting

Location: ZOOM

Tuesday, May 3, 2022 Time: 12:00-1:30pm

Attending: Teri Harrison, Janelle Peterson, Rose Boersma, Lisa Barton, Crystal Nahaiowski, Brandy Berry, Erin Casey, Al Farraj (PHAC), Norman Wang, Angie Smith,

Regrets: Pamela Geddes, Jane Berggren, Cynthia Tonet, Mouna Gasmî

1. Teri called the meeting to order at 12:05 pm
2. **Additions to the Agenda** – Old Business: AGM Reports
3. **Approve Agenda with additions** – Lisa Seconded – Janelle
4. **Approve Minutes of March 2, 2022 meeting** –Norman Seconded – Brandy
5. **Old Business**
 - a. Strategic Plan – **Ratified**
 - Final draft was reviewed and amended. Teri moved to ratify the amended Strategic Plan, voted all-in-favour. To be revised again in 2024.
 - b. Budget –
 - 2021-2022 Financial Report : All expenses are in.
YEAR-END: APFA surplus \$531.60 Candora surplus \$4,660.58
 - 2022-2023 Financial Report : Weebly (website) receipt expense paid.
APFA \$195.05
 - c. Evaluation Questions – PHAC – March 25th Meeting updates
 - [Google Drive Document](#)
 - d. AGM Reports –
 - Friendly reminder that AGM reports are due next week. Please email them to Erin by Wednesday, May 11th.
6. **New Business**
 - a. Website
 - Angie will be taking care of website payment moving forward.
 - Erin asked for a copy of the Program Visitation Collaboration Application to post on the website since the link was broken. Angie to ask Pamela if she has it to send to Erin.
 - b. Onboarding package
 - Terms of Reference
 - Brandy suggested the idea to generate a document that specifies the responsibilities and expectations over commitment of time.
 - Coalition Binder – Teri to update binder contents
 - c. Communication plan (including polls, surveys, etc.)
 - **ACTION:** to be added to June Board Meeting Agenda
 - d. Administrative Calendar

- Brandy, Teri, and Rose to have a separate meeting and then will bring it back to the whole board at the September board meeting **ACTION:** to be added to September Board Meeting Agenda
- e. JMC Meetings – (Need invitation)
 - Tabled
 - **ACTION:** Erin to review minutes to learn of how to get an invitation to the JMC meeting. To follow-up on at the next board meeting. **ACTION :** Add to June Board Meeting
- f. Survey Questions
 - Due by October - **ACTION:** to be added to September Board Meeting Agenda
- g. Annual Survey – Reporting
 - Due by October - **ACTION:** to be added to September Board Meeting Agenda
- h. Collection of information – Bankers access
 - Conversation about information Candora and APFA need to obtain in order to report back to AI (PHAC).
 - **ACTION:** to be added to September Board Meeting Agenda
- i. Provincial Network meeting reporting- (Brainstorm ideas to capture attendance to share with PHAC & bankers)
 - **ACTION:** to be added to December Board Meeting Agenda
- j. Access – information- google Drive
 - Erin has access. This will be an ongoing project to best utilize the google drive.
- k. Impact Statement –
 - Need updating – sooner rather than later – **ACTION:** Update board members on the statement and then include it in AGM package and present it at AGM for changes from the coalition as a whole.
- l. Workplan –
 - All changes were accepted. Final draft was reviewed. Brandy moved to ratify the Workplan with the proposed changes, voted all-in-favour. **ACTION:** Send out in email along with minutes to everyone.

7. Reports – New Updates

- a. PHAC – AI
 - ARTs (2021-2022) were due by April 30th. If you need an extension, please let him know.
 - 2022-2023 ART Q&A session recorded and emailed out this morning.
 - Two new staff coming aboard and they will be taking over the CAPC/CPNP files. Changes may be coming soon.
- b. Activities & Budget – Angie –
 - See above. Nothing further to report
- c. Coalition Coordinator – Erin
 - Been setting up home office, organizing meetings, updating website, reviewing previous meeting documents, attending networking sessions/meetings, and navigating resource sharing via email.

- i AHS Reproductive meeting: Food Safety conversation cards feedback survey closed April 27th. I've included a New Literature summary document from their meeting.
 - ii Preparing for AGM
 - iii Conference planning committee – Pamela previously said she'd like to be involved. Lisa also volunteered. **ACTION:** To bring up at the AGM
- d. Co-Chairs – Teri and Rose
 - At the AGM, Teri will be stepping down from co-chair to a director and will continue on the board for another year to assist in orientating Brandy into co-chair.
 - First board meeting after the AGM we will need to fill the vice chair position.
 - Mini-trainings **ACTION:** to be added to September Board Meeting Agenda

8. Meeting Adjournment: 12:56 pm

Upcoming Meeting Dates

Board meetings, (1st Tuesday monthly from 12:00pm-1:15pm)

Next meeting will via Zoom on June 7th

Provincial AGM Meeting (4th Wednesday bi-monthly from 1:00pm-2:30pm)

Zoom meeting – May 25, 2022 from 1-1:45pm

Deadline for AGM reports: May 11.

NO mini-training session

Action: Add to the AGM email Notice of Board Position Opening – 1 seat.