**Alberta CAPC/CPNP COALITION**

**Board Meeting**

Location: ZOOM

**Tuesday, Sept 6, 2022 Time: 12:00-1:30pm**

**Attending:** Teri Harrison, Janelle Peterson, Rose Boersma, Erin Casey, Al Farraj (PHAC), Aparna Munshi (PHAC), Norman Wang, Pamela Geddes, Mouna Gasmi, Lisa Barton, Brandy Berry

**Regrets:** Crystal Nahaiowski,

1. Rose called the meeting to order at 12:07 pm
2. **Approve Agenda**  – All approve. Carried. Passed.
3. **Approve Minutes of June 7, 2022 meeting**– Motion: Teri Seconder – Janelle
4. **Old Business**
5. Board Officers & Committee Membership
* No nominations for Vice Co-Chair - position to remain vacant for the time being
* **ACTION:** Brandy, Rose and Erin to get together to review and update the committee terms of reference (ie. Strategic planning committee and annual survey committee both should be standing committees) and bring back changes to the board at the next meeting.
* **ACTION**: Add to 2022 Conference agenda: “Succession Planning and inviting CAPC/CPNP staff to sit on committees”
* **ACTION**: Pam suggested creating a committee sign-up table at the conference- bring to the next conference committee planning meeting.
1. Communication Plan
* Aparna will continue to email the coalition coordinator, as well as to the projects directly, PHAC verified and approved resources/ information as the means to communicate.
* **ACTION**: Teri, Lisa and Erin to schedule a meeting to begin evaluating the process to develop a communication plan.
1. Impact Statement
* Evaluate purpose and rework the information/content by using suggestions from the board members.
* Aparna agreed to assist in helping us gather statistical data we’d like to use on the impact statement. Aparna is working on getting to us statistical data from the projects’ ARTs (aiming to get it to us next month).
* **ACTION:** Everyone is committing to submitting feedback on the impact statement with comments and thoughts on wording and content by September 27th via email, scanned docs, [google form](https://forms.gle/unPiPRBf6yASbsyS9)
* **ACTION:** Brandy and Rose to review impact statement feedback and bring back to board at the meeting in October.
1. Collection of Info for Banker’s PHAC reporting – Brandy & Norman
* To make sure we are supporting the bankers in their reporting and providing with them all the data they need. Do we need to revaluate the annual survey to ask questions that pertain to data the bankers need?
* **ACTION**: Erin to follow up with Crystal to offer assistance in requesting information needed for PHAC reporting.
1. **New Business**
2. Review Terms of Reference – TABLED
**ACTION**: Add ratification of Terms of References as the first item on the October agenda
3. Conference update - Janelle
	1. Theme – Equipped for Mental Wellness
	2. Speakers are all confirmed – Pam has landed a couple grants to pay for the speakers
	3. Hotel booked
	4. Possible caterers are submitting quotes/estimates
	5. EventBrite Registration is waiting for the food information – board will get a private invitation first, then it will be open to the network.
4. Survey(s)
	1. Paper survey with a QR code.
	2. Separate surveys: annual survey will be separate from the conference survey
5. **Reports – New Updates**
6. PHAC – Al & Aparna
* This will be Al’s last meeting as Aparna is taking over his CAPC/CPNP caseload.
* ART and Roll-ups are still be processed right now. No hard deadline, but the goal is to be finished by the end of October.
* No updates on the solicitation process as of right now.
* September 13 meeting – CAPC/CPNP Project Lead meeting with PHAC to go over the discussion paper.
* JMC Committee – no dates are planned right now.
ACTION: Aparna will follow-up and communicate any upcoming JMC scheduled meetings and keep us in the loop with JMC happenings.
1. Co-Chairs – Brandy & Rose
* Board governance calendar – tabled
1. Activities & Budget –
* Pamela - Nothing to report
* Crystal – Tabled
* Basic Shelf Cookbook & Mother’s Mental Health toolkit have been mailed out.
1. Coalition Coordinator – Erin
* Website has been redesigned.

**8. Meeting Adjournment:** Brandy motioned to adjourn meeting at 1:35 pm. All in favour.

**Next Meetings:**

Board Meetings (1st Tuesday monthly 12:00pm-1:15pm) [Zoom Meeting – October 4, 2022](https://us06web.zoom.us/j/82186260712?pwd=aW91blQxTlpKMUhKQjNWdk5DQmRaUT09)

CAPC/CPNP Coalition Provincial Networking Meetings (4th Wed, bi-monthly, from 1-2:30pm)

[Zoom Meeting – Wednesday, September 28, 2022, Guest Speaker from 2-2:30](https://us06web.zoom.us/meeting/register/tZcpcumopjgjGt1DxINPZUjURoYviiQ1sSi3)

**Guest Speaker: “Gender Inclusion: Use of Pronouns Identifiers” with Ashley Langman (AHS)**