

# ALBERTA CAPC/CPNP COALITION

## Provincial Annual General Zoom Meeting Minutes

Date: **May 25, 2022** Time: **1:00 – 2:30pm**

### Attendees & Updates - 26

#### Board Members

**Rose Boersma** Board Co-Chair (CAPC - ECHO/Lethbridge)  
**Teri Harrison** Board Co-Chair (CAPC - Brighter Futures/Pincher Creek/Crowsnest Pass)  
**Pamela Geddes** Coalition Banker (CAPC/CPNP - Brighter Futures/APFA)  
**Crystal Nahaiowski** Coalition Banker (CAPC - Candora Society, Edmonton)  
**Erin Casey** (Coalition Coordinator)  
**Jane Berggren** (CAPC Brighter Futures/Drayton Valley)  
**Brandy Berry** Board Vice Chair (CPNP Healthy Families, Health Futures, Westlock)  
**Janelle Peterson** (CPNP AHS: Health for Two, Edmonton)  
**Cynthia Tonet** (Kindred, Calgary)  
**Mouna Gasmi** (Centre d'Appui Familiale, Calgary)

#### Regrets:

**Al Farraj** (PHAC Senior Program Officer)  
**Lisa Barton** (CAPC - Families Matter/Calgary)

#### Coalition Members

**Hannah Cook** (CAPC/CPNP - Bridges Family Programs, Medicine Hat)  
**Chantal Paterson** (CAPC/CPNP - Bridges Family Programs, Medicine Hat)  
**Joleen Bishop** (CAPC - Brighter Futures, Edson)  
**Julia Schmidtke** (CAPC/CPNP - Family Services of Central Alberta, Red Deer)  
**Linda Lynch** (CAPC/CPNP - The Children's Centre, Fort McMurray)  
**Tamarya Blums** (CAPC - Terra Centre for Teen Parents, Edmonton)  
**Leanne Sonntag** (CAPC - Programme Franco-accueil, St. Paul)  
**Tammy Gamracy** (CPNP – Southwest Better Beginnings, Lethbridge)  
**Heather Day** (CAPC - Ben Calf Rose Society Traditional Parenting, Edmonton)  
**Stacey Olstad** (CAPC/CPNP - Healthy Families, Camrose Association for Community Living, Camrose)  
**May Rostecki-Budzey** (CPNP - Growing Families Society-Growing Opportunities Program, Strathmore)  
**Angela Doerksen** (CPNP - Nutritious Beginnings, Drayton Valley)  
**Holly Seamone** (CPNP - Nutritious Beginnings, Drayton Valley)  
**Shawna McLay** (CAPC - Nutritious Beginnings, Drayton Valley)  
**Norman Wang** (CAPC - "Pee Kis Kwe Tan" Let's Talk Society, Wabasca)  
**Deb** (CPNP – AHS: Best Beginning, Calgary)

## Minutes

### Agenda Items

#### 1. Welcome

**Meeting called to Order:** 1:02 pm **Chair:** Terri Harrison

#### 2. Additions/Deletions to the Agenda: No additions

#### 3. Approval of Agenda as presented: Mouna G.                      Seconder- Janelle P.

#### 4. Adoption of AGM minutes – May 26, 2021: Norman W.      Seconder- Hannah C.

#### 5. Adoption of Annual Reports

##### a) PHAC Update – Erin Casey presented Al Farraj’s PHAC report

[Please see attached report](#)

**Motion to adopt PHAC Report:** Janelle P.                      Seconder- Brandy B.

##### b) Chair’s Report - Rose Boersma (Board Co-chair)

[Please see attached report](#)

**Motion to adopt Co-Chairs report:** Janelle P.                      Seconder- Brandy B.

##### c) Coordinator’s Report – Erin Casey

[Please see attached report](#)

**Action:** To make any changes/updates please contact Erin Casey, Coalition Coordinator via email.

**Coordinators report adopted by:** Janelle P.                      Seconder- Brandy B.

#### 6. Activity & Financial Reports

[Please see attached Reports](#)

##### a) APFA Financial Report Update 2021-22 - Pamela Geddes

There was no visitation this year due to the pandemic. We did meet twice this year so funds were used for those costs. Money was also moved around to allow for transition costs between the outgoing and incoming coordinators. Going forward we’ll be making plans to discuss future conference costs and visitation plans.

**Motion to accept APFA Fin. Report 21-22:** Cynthia T.      Seconder- Mouna G.

##### b) CANDORA Financial Report Update 2021-2022 - Crystal Nahaiowski

There was a slight under expenditure this year so we’ve applied for a rollover that we haven’t heard back about yet. Thirteen projects that applied for funding for training, which was an increase from the previous year. There is \$3,000/ project for training which is available on a first come, first serve basis. Apply for funding early. Funds were used to purchase Basic Shelf Cookbooks and Mother’s Mental Health toolkit books for each project. They have arrived and are ready to be distributed.

## **Motion to accept Candora/Capacity Building year end Budget 21-22:**

Joleen B.            Seconder- Janelle P.

### **7. Review of Strategic/Work Plan update– Brandy Berry**

- Using the original model from Jane B., there were just a few amendments around language and structural clean-up.
- The documents will be uploaded onto our website.
- Thanks to Cynthia, Brandy and the Board for all the hard work on this.

### **8. Impact Statement – Teri Harrison**

- This is an essential document used to communicate the purpose, as well as demonstrate the value and impact that the CAPC/CPNP projects have had within the community to outside organizations, other early childhood coalitions, and funders.
- This is a living document. It's been posted on our website, as well as it went out with the AGM package.

### **9. Coalition Face to Face Conference Committee – Pamela Geddes**

- Members so far include: Janelle, Lisa, Crystal and Pamela
  - Planning on getting together in June. The idea is to host the conference in Stony Plain to reduce high banquet costs, in order to allow more funds to be use for visitations throughout the year.
  - Conference Committee Responsibilities/Benefits: Meet once a month from June-Sept. October has a couple meetings to cover last minute planning. Assist in manning tables at the conference as well as help with set-up/take-down, input on presenters and overall conference format.
- Action:** Email the coordinator if you'd like to join in planning conference or utilize the [GoogleForm](#) to view opportunities to participate in the work of the coalition.

### **10. Board of Directors for 2022-2023 – 2 spots open on our Board**

- Jane Berggren & Candice Henderson are leaving the board.
- Teri Harrison is stepping down into a non-voting member role.
- Brandy Berry is stepping into co-chair position.
- Vice chair position is open.

**No nominations submitted previously.**

**Accept nominations from the floor:** No nominations from the floor.

**Action:** Those interested in joining the board are invited to nominate yourself using the [GoogleForm](#) submit a letter of intent.

### **11. Installation of the Board of Directors**

- No nominations were brought forward at this time.

### **12. Provincial Networking Meetings – next meeting Sept 28<sup>th</sup>, 2022 1:00pm-2:30pm**

**Action:** Contact Erin with suggested training opportunities

#### **Project updates:**

- Jane Berggren – reminder to coalition projects that the New Canada Nutrition Guidelines have been sent out and there was an invitation to attend the webinar (happening this Friday, May 27, 2022).
- Hannah Cook – Kimochi Training with AHVNA (Fall 2022)

### **13. Closing remarks**

### **14. Adjournment – Rose & Teri; Co-Chairs: 1:52 pm**