

Ontario Heart health Network
Executive Meeting Minutes
May 15, 2008 1:30 to 4:00

Present: Heather Keam, Alison Dutkiewicz, Pam Kinzie, Alicia Tyson, Nicki Rauzon-Wright, Iva McCausland, Dave Sit, Shelley Bolden, Brian Brohart, Anne Ostrom

Recorder: Anne Ostrom and Heather Keam

5. Provincial Meeting Review

5.1 Minutes: Dave Sit will review the Ministry piece before distribution.

ACTION: Anne to post and pull out key messages to review (not done)

5.2 Evaluation: Reviewed the Evaluation synopsis. The only negative comments were about location and room temperature. Given that a downtown location e.g. Holiday Inn on King would have been double the cost...discussed steps to making decision around the next meeting: i.e. consider getting feedback from membership around prioritizing cost or location, and feedback on various locations.

ACTION: give this responsibility to a working group and ask that they consult ahead of time.

6.0 Letters of Support from Partners: We have 42 letters to date from a wide variety of partners

7.0 Chair and Co-Chair Update

- Martha McSherry, Bernie McCall and Shelley Bolden have been nominated
- Discussion around process of selecting a chair and vice chair:
 - Recommend emailing the membership to ask them if it is ok if the executive decides chair and vice chair.
 - Chair and Vice-chair positions will soon be vacant. Some members are interested in stepping forward but they are not current members of the executive (as stipulated in draft terms of ref.) No one from the executive is able to step forward

ACTION: Heather to confirm if the nominations will stand with the individuals. Nicki to send out an email to the membership asking for approval of revised process.

8.0 Fall OHHN Provincial Meeting – Planning

- Potential new recruits for this working group are: Maureen Lapointe, Iva McCausland, Deanne Pohlmann, Julie Cloutier
- Iva McCausland has agreed to be the “lead”
- Pam Kinzie may be able to assist with the venue
- Discussed linking it to the “Making Healthy Communities Count” conference on October 26
- Request from in-depth evaluation advisory committee to present – could also include a bring and brag focused on the in-depth evaluation projects
- CDPAC Conference is in Ottawa in November
- Ministry would like to consider the possibility of combining with a Ministry Day on “Transition Planning”

9.0 HHRC Update

- Pam will be staying on as Interim Manager because Shawna Scale is no longer available. They will post a position for coordinator and are currently recruiting HHRC consultants. A secondment for the coordinator is a consideration.

10.0 Working Group Updates

10.1 Human Resources:

- Info collected at OHHN meeting from coordinators and partners has been copied verbatim and posted on coordinators only list serve
- Job Description for Program Manager (coordinator); the Responsibility for Host Agency; Responsibility of Ministry; Responsibility of Partners are in the process of being finalized and will be presented to the ministry on May 20

10.2 2008 and Beyond and Public Relations

- Key Messages and Proposed Guidelines are finalized.
- Heather will connect with Christine Senson

10.3 Communications Working Group

- Nothing to report

10.4 Governance Group

- Nicki is the only member left on this group
- Need to finalize the executive terms of reference
- Nicki could take a lead on this once the Human Resources Committee work is done.
- Iva would consider helping out.

11.0 Meeting with Ministry of Health Promotion

- May 20; Noon; 393 University Ave; 18th floor
- OHHN Reps: Heather Keam, Christine Senson, Nicki Rauzon Wright; possibly Alicia Tyson. Lyn Roblin from Halton will be invited (partner); Shelley Bolden is available
- Recommend that we be prepared to speak to: "How do we see our recommendations being executed?"
- Discussed Key concepts: Aligning with Tobacco Strategy and how the OHHP fits in a new system
- Discussed possible questions the ministry may pose, and possible ways around how to operationalize our recommendations.