

OHHN Executive Teleconference January 20, 2009 from 1:30 to 4:00

OHHN Teleconference Code: 1-866-440-8941 or 416 343-2659 Code: 6922713#

Present: Shelley Bolden (chair), Iva McCausland, Nicky Rauzon-Wright, Anne Ostrom, Dave Sit, Lisa Gallant, Andrea Bodkin, Karen Donaldson-Howden

Regrets: Brian Brohart, Allison Dutkiewicz, Alicia Tyson

Minute taker: Karen

1.0 Additions to Agenda - Approve minutes: Nov. 17, 2008

Action: approved

2.0 Ministry Update (Dave)

- Final reports are due January 31/09 – program report and narrative. Finance reports are due February 15/09 (there is a new stream lined template with one line for heart health). Feedback for the 2009 plans will be sent before the end of the month from Dave or Jocelyn
- On March 12th the Ministry will be holding stakeholder event on the draft Policy Framework for Community Action. The focus will be to further the draft policy framework for community action (which will help provide local coalitions as to how to approach working within new guidelines), details to follow. HHRC will be organizing the day. The event is by invitation only and the HHRC has been asked to conduct key informant interviews with others to gauge who should be at the meeting (partners etc)
- There was a request made to push back the date of the next executive meeting so it can be sequenced with Ministry meetings
- A question was asked: “Will there be an interruption in flow of funds? The response was no.

3.0 Budget Update

3.1 Revisit OHHN/HHRC budget Protocol

- There is \$3348.67 remaining in the budget that needs to be spent before March end and this amount does not include today's conference call or that of the policy work group conference call. On average the executive meeting costs between \$300 - \$400.
- In the past there the HHRC provided the OHHN with a budget spreadsheet which listed all OHHN expenses. Due to staffing changes this process was changed so that monthly statements were sent to Alison to enter into the spreadsheet. This process will continue for the rest of the fiscal year (until March 31st).
- **Action:** *Andrea, Shelley and Alison will discuss a budget process for 2009/10*

3.2 Request for funds to support Policy Working Group:

- The workgroup is currently looking at how they can work together to coordinate local and provincial policy efforts. There were some thought around **what they would focus on;** i) the value in coming together to see what provincial policies could assist at the local level, ii) public relations, iii) conducting Environmental Scans (i.e. research a common format). This could possibly be a new workgroup of OHHN, if so it should be looked to be added into the strategic plan.
- **Action:** *Based on email responses people were in favor of supporting(funds) the working group*

Action: *Nikki will suggest to the workgroup that they could be a workgroup under OHHN*

Action: *Everyone in agreement to support February meeting*

3.3 Budget allocation for Jan- March 2009

- The following are expenses up until March 31, 2009; **2** exec teleconferences, Policy workgroup 2 meetings February and March. Outstanding expenses include, licensing agreement for web site (approx. \$600), tech support (approx. \$700), today's executive teleconference and the policy workgroup teleconference.

Action: Anne will get the accurate amount for the tech support.

Action: Shelley will check numbers and bring to next meeting.

4.0 External communications

4.1 Follow up with CDPMPH

- Shelley spoke with Christine B. from MHP. They referenced a few things that are on their radar:
 - i) Policy framework which was sent through email to all managers and feedback was requested on the structure. The OHHN executive will receive copy of the feedback once it has been prepared.
 - ii) There was some concern that funding would only be provided until the end of March. This may have been a communication error,
 - iii) Stakeholders meeting – would have liked to have all of the managers attend but due to financial constraints it is not possible.

Action: Dave will draft something to be sent to coordinators regarding the expectation of the feedback for the draft framework

5.0 Administration

5.1 Any outstanding items from Fall networking meeting?

- There was a question around the location of the notes that were taken at the meeting that were to be forwarded to the Ministry. Anne has the summary of the evaluation sheets; Moving forwards together- the strategic planning process. There is an opportunity for this information to be given to Dave.

Action: Iva and Anne will coordinate and forward to Dave and also put it up on the website.

5.2 Spring Meeting

- Dave requested that we delay our spring meeting to coincide with the next meeting that the Ministry will be holding. The Ministry wants to have a series of meetings prior to March and would like to have a full day meeting with the OHHN. The HHRC would like to hold another full day workshop, most likely around policy, at the spring meeting
- The spring OHHN meeting will be at a minimum half day in length, the agenda will include: networking around strategic planning process for the community, moving toward public policy.
- A planning committee is needed and thoughts are that each region would take a turn planning the meeting.

Action: HHRC rep (Pam and Andrea), Dave (Ministry rep) and Lisa (from central west team) will have an initial discussion to start to plan the spring meeting with support from Iva.

Action: Andrea will coordinate quotes for 3 venues via email with planning team.

5.3 Executive positions

- i) There is no clause in the terms of reference regarding executive members
Decision: to hold current position until Fall 09 and look at the implementation plan closer to that date.

Action: Shelley will send out the last copy of terms of reference dated October 2008 and will coordinate Anne to get it on the website.

- Filling vacancies: a southwest regional representative needed such that Iva does not have to wear 2 hats

Action: Shelley will follow up with Iva to discuss the possibility of another southwest representative

6.0 Working Group Updates

6.1 Internal Communications

- Dee Poleman has been collecting executive summaries of the in depth evaluation project to put on the website.

6.1.1 Creation of a central repository of historical documents:

Action: Anne will connect and follow up with appropriate parties who may have some of the required documents

- If anyone has any key documents please forward to Anne to be posted on the website

6.1.2 **Communications Working Group Revival:** no update

6.1.3 **New Coordinator Supports:** question asked if the HHRC could support

6.1.4 Terms of Reference:

Action: Shelley will look at the feedback on the network meeting terms of reference and give an update at the next meeting.

6.1.5 **Work plan Activities:** no update

6.2 **External Communications:** continue to place on the agenda, no leads for workgroup.

Action: to be put on the next agenda at the top of agenda (Shelley)

6.3 **Provincial policy - update:**

7.0 Partner agencies updates

7.1 Heart Health Resource Centre

- Andrea has returned as the manger of HHRC. The coaching and consultation service is up and operating and will continue to support communities and coordinators. Coordinators leading their own strategic planning can I access the coaching service for one-on-one support.
- The HHRC has been asked by the MHP to coordinate the March 12th meeting
- A new program coordinator will be hired in the next couple of weeks to help support the coaching and consultation service
- HHRC has been invited to attend the Mental Health and Chronic Diseases Think Tank on February 6, put on by OCDPA – there has been a document put out for people to give feedback on

Action: Shelley will follow up with Alicia to see if we were invited

7.2 Heart and Stroke Foundation

- Together for Healthy kids initiative launching public campaign at the end of March

- It was formerly called the Healthy Weights Aim but has been renamed to take the focus off of the individual and bring attention to it as a societal issue
- On February 14th they will be holding a warming the ground event at Nathan Phillips Square from 11am – 4pm

8.0 Review of Key Messages

- Final reports are due January 31/09 – program report and narrative
- Finance reports are due on February 15/09 (there is a new stream lined template with one line for heart health).
- Feedback for the 2009 plans will be sent before the end of the month from Dave or Jocelyn
- March 12th , 2009 is the stakeholder event, it is by invitation only
- Feedback from November Network meeting will be put up on website

- The spring meeting will be held in May in Toronto
- If anyone has any key historical documents that have tracked our progress over the year (continuation working group documents from 2002, strategic planning from 2004, etc) please forward to Anne to be posted on the website
- Heart and Stroke Foundation of Ontario, heart month activities and February 14th event: www.heartandstroke/speak
- Heart and Stroke Foundation of Ontario, Together for Healthy Kids link: www.heartandstroke/kidfit

9.0 Next meeting – 2009 –all are from 1:30 to 4:00 pm.

Discussion: Tuesday meetings are not working for a couple of members

Action: We will put this item on the next again to decide on an alternate day for executive meetings, people please come prepared with your books to reschedule meetings

9.1 2009 meeting schedule: Jan 20, Feb 17, March 17 (March break?), April 21, May 19, June 16.