

STEERING COMMITTEE

Minutes – Monday, October 19, 2009

1:00pm – 2:00pm EDT/Toronto

Present: John Gilbert, Andrea Burton, Bill Lahey, Ellen Bull, Esther Suter, Lindsay Burke, Hassan Souhbi, Ruby Grymonpre, Jacque Lemaire, Alix Arndt

Regrets: Valerie Banfield, Ivy Oandasan, Louise Nasmith, Rita Karakas, Fred Montpetit, Carole Orchard

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Item	Topic	Time
1.0	<p>Introduction (<i>John</i>)</p> <p>Review agenda and action items from September face to face meeting</p>	
2.0	<p>Secretariat Update</p> <p><i>2.1 Budgeting 18 months</i> (<i>John</i>)</p> <ul style="list-style-type: none"> - Received funding, not equally distributed over 18 months, which has meant some adjustments in order to budget properly. - Have had to ensure that CIHC is very careful about how the money is spent. - The transition period involves building the social network, committees developing can meet online and that we can still maintain contact by teleconferencing. Spending CIHC's money wisely and more seamlessly. - To that end CIHC has had to cut face to face meetings and as of April 2010, personnel (with the exception of Juliet who is highly critical to the organizations ongoing work). - Always have the possibility of obtaining funding outside of Contribution Agreement. - But no adjustments to the Agreement now. - Discussion of face to face meetings. People either paying 	<p>Ellen to pass John some information about a 'piggy back' meeting opportunity</p> <p>Sean Cranbury will create a list of instructions for posting and/or viewing the social media platforms Priority item for</p>

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	<p>their own way or using an existing meeting or conference to meet.</p> <ul style="list-style-type: none"> - Difficult in this budgetary climate to have organizations pay for people to attend a meeting. - Ideas and discussions about looking creatively about other funding sources. - Might CIHC qualify for a CIHR grant? - John to germinate over this. <p><i>2.2 Social Media Update (Andrea)</i></p> <ul style="list-style-type: none"> - We have hired a consultant, Sean Cranbury, who started October 1 to work on social media platforms. -He's moving and has a great deal of expertise. -Meeting with the Secretariat this week (Wednesday the 21st). -Sean will help to write how to instructions for blog, Facebook etc. -Sean will be in touch with you all to engage you. -He is only hired at 8 hours a week, please keep this in mind. -On its own our social media is taking off. Facebook page and Twitter followers grow on their own. Imagine the possibilities with a devoted effort put to this area. -Blog postings will be of paramount importance. This is a dialogue. All are encouraged to participate. 	<p>him the week of October 19th.</p> <p>Alix to post work plans on the CIHC website.</p> <p>John will send an outline of his ideas for post 2011 to which people will add their ideas. All in an effort to think about CIHC post 2011.</p>
3.0	<p>Updates</p> <p><i>3.1 Mainstream (Valerie and Ellen)</i></p> <ul style="list-style-type: none"> ▪ Updates ▪ Work plans <ul style="list-style-type: none"> - Busy moving ahead but welcome suggestions/participants/comments. - Work plan has been sent to John at the end of September - Main tasks to set up initial work groups and technology up to January. - After that the priority is building the toolkit. - Teleconference on Oct 14th to follow up on the identified 	

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	<p>priorities which included toolkit, networks, funding and partnerships.</p> <ul style="list-style-type: none"> - Set of questions developed to find out more about top two choices: tools and networking. - Second teleconference in November to capture those who couldn't make the call. - Tools thus far include: looking at clinical placement, team effectiveness tools. - Ellen is making a list of suggestions, to be sent to the group with the invitation for the next call. - From here look to see what kinds of things they'll be working with. - All Mainstream people have logins to encourage people to go to the site. - Will be expanding the group and inviting more people but felt needed to get to the initial group first and then move into the small groups and get more help from others. - Not basing work on the Mainstream structure work done out of the UK, because the goal was to be responsive to the needs of the group as they evolved. - Tools is still undefined, thus the desire to have another call to clarify this. - A second call will also help to engage more of the group. - Linkages with other work of other groups is of paramount importance. As groups take shape as tools and other priority items are clarified, linkages with other groups will be established. No one wants to duplicate work. 	
	<p><i>3.2 Curricula (Carole)</i></p> <ul style="list-style-type: none"> ▪ Competencies Framework ▪ Last meeting details <p>-Good comments coming in from the 4 reviewers (Ivy, Louise, Mattie Schmitt and Marilyn Hammick). -Hoping to have document ready to go by mid-November.</p>	5
	<p><i>3.3 Research & Evaluation (Esther/Ruby/Hassan)</i></p> <ul style="list-style-type: none"> ▪ Updates ▪ Work plans 	5

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	<ul style="list-style-type: none"> - Two work plans ready to go. Awaiting the community building group. - MSR work is ongoing/steady. New members from Ontario have joined the working group (Wendy Yen from the Michener Institute and Trudy Reid from the Winchester District Memorial Hospital). The plan is to have a final draft of the MSR proposal by June-July 2010. - Tools working group. The goal of this group is gathering and critiquing existing tools & identifying those that meet certain quality criteria. The co-chairs held a teleconference with Ivy who was also involved in a project involving 'tools' and were re-assured that the work of the two groups will be complementary vs duplicative. - Community group coming along well. Should have work plans shortly. <p><i>3.4. Health Canada (Jacquie)</i></p> <ul style="list-style-type: none"> -Health Education task force groups. Meeting a couple of weeks ago about their 3 areas of research: research agenda to quantify the benefits of IPP, developing social marketing strategy as a KE piece, looking at way of developing greater policy coherence between health and education. These pieces are still in the works. Hope to have final recommendations in January. -CLU's. Targeted calls for proposals sent in the West. Proposals still awaiting approval. -Received proposal from the East, going through approval processes as well. -Ontario proposals coming by tomorrow. Ontario government will review and send successful candidate to Health Canada for approval. -QWQHC. They have same time of hard discussions around budgeting. They have focused efforts is quite similar to ours in the next 18 months. Three activities around KT: held annual summit next February, continue to focus on website as dissemination tool, and developing a network across Canada. Also focus on developing standards and indicators in the practice field. 	

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	<p><i>3.5 NaHSSA update (Lindsay)</i></p> <ul style="list-style-type: none"> -Running out of time so send questions/comments/feedback to Lindsay president@nahssa.ca . -Contact with chapters. 16 chapters moving ahead and 6 to develop. -Working with Karl Nelson from Monkeytree Creative on networking website project. -Student planning for ATBH V conference. -Running student event at Ontario Collaborative. -Will connect with Rita Karakas re: funding. -Looking to encourage faculty and practitioners to attend their annual conference. -Call for participation to support R &E committee. To help recruit. 	
4.0	<p>Other Business <i>Deferred until next meeting</i></p> <p>4.0. Evaluation processes (John, Alix, Andrea)</p> <p>4.1 Partnerships Strategy (Andrea, Alix)</p> <p>4.2 Post 2011 (John)</p>	