

STEERING COMMITTEE

Teleconference – September 14th 2006

3:00pm – 4:00pm EST

Telephone No.: 1-866-212-7554 Participant Code: 6756911#

Present: Judith McFetridge-Durdle (Chair), Sue Beardall, Keith De’Bell, Linda Ferguson, Ruby Grymonpre, Steven Hoffman, Jenny Medves, Grace Mickelson, Carole Orchard, Teresa Petch, Brenda Sawatzky-Girling, Esther Suter

Regrets: Andre Bilodeau, Robin Buckland, Vernon Curran, John Gilbert, Liz Harrison

Intended Outcome: update

Item	Topic & Decisions	Action & Timeframe
1.0	Introduction, Approval of the Agenda, Telecon Protocol	
2.0	Sub-Committee Update	
	<p>2.1 Evaluation Ruby and Judith updated.</p> <p>Summer student collected IECPCP data on areas for evaluation & methods for project accountability back to Health Canada, but it has not been validated</p>	<p>Teresa to forward background materials (reference and participant lists) to Brenda, who will forward to Steering Committee</p> <p>Ruby & Judith to follow up with Sue</p> <p>Sue will send to Ruby/Judith once it has been validated</p> <p>Brenda to add Judith to planning committee for Nov 26 research workshop</p>
	<p>2.2 Research Sub-Committee Esther and Jenny updated. They will check the Evaluation terms of reference before finalizing the research terms of reference.</p>	<p>Brenda to add Esther to planning committee for Nov 26 research workshop</p>

Item	Topic & Decisions	Action & Timeframe
	<p>2.3 Curricula Sub-Committee Carole updated and suggested approaching key people individually for sub-committees.</p> <p>Any template to survey data from IECPCP projects should ideally solicit key information for all sub-committees. E.g.</p> <ul style="list-style-type: none"> - What are you doing? - What are your issues? - Who is using what? <p>Discussion about what support and resources are available to sub-committees. Brenda assumes that Evaluation Coordinator will focus on evaluating CIHC. A communications consultant will be utilized for some aspects of the communications plan.</p>	<p>All to approach key people to participate in certain CIHC activities.</p> <p>Carole and Vernon to propose format (overview section and what they need for curricula)/ <i>by September 28th</i></p> <p>All to input what they need for their committees.</p> <p>Carole to incorporate into a final version.</p> <p>Brenda to review with Secretariat whether Evaluation Coordinator will be available as a resource to sub-committees.</p> <p>Brenda to provide sub-committee leads with CIHC teleconference numbers</p>
	<p>2.4 Communications Grace updated. Some discussion is recorded under 2.3</p> <p>Will start with developing a framework as a starting point Sub-committees will be representative of regions, sectors yet functional</p> <p>Carole knows a PhD student with expertise in KT</p> <p>Bookmark reviewed as interim communications tool</p>	<p>Carole to forward student's name and info to Brenda</p> <p>Brenda to print and distribute bookmarks to SC</p>
	<p>2.5 Partnerships Keith updated. Steven has assigned students representing NaHSSA for all 5 sub-committees</p> <p>Partnerships will work closely on Communications</p>	
3.0	Next Steps	
	Next Meeting	<p>Teleconference: Mon Oct 16th; 11am-12pm EST</p>

Item	Topic & Decisions	Action & Timeframe
	Sub-committee Terms of Reference template Will present sub-committees in a working not advisory role	Brenda to develop draft terms of reference template

Attachments:

- CIHC logo zip file
- Health Canada documents to follow up on May 2006 Research/Eval Workshops (reference and participant list)
- Sub-Committee Terms of Reference draft template
- Update list of Sub-Committee volunteers
- CIHC Power Point template (being revised, coming shortly)