



**Healthy Communities Partnership
Stewardship Committee**

Date: April 13 2011

Time: 9:00 – 12:00

Location: LGL Health Unit - Smiths Falls Office

MINUTES

Present: Paula Stewart, (Chair), Mona Wynn, (Co-Chair), Lois Dewey, Susan Hreljac, Mike Poulin, Elaine Mallory, Richard Kidd, Jane Torrance, Carole Chang, Suzanne Rivard, Keith McPhee, Margaret Fancy, Paula Davio

Regrets: Katie Jackson, Bonnie Schnittker, Carrie Kasurak, Beth Collins, Christine Culham, Susan Turnbull, Ruth Kitson

1. Networking and Refreshments: - 9:00

2. Welcome: - 9:30 Call to order, Paula Stewart welcomed all and gave a brief discussion and slide show on Developmental Assets.

ACTION: Lois/Paula to send link to survey information. It is available on the website

(<http://www.everykid.on.ca/member-area/LOCAL%20DATA%20AND%20PROFILES/local%20data%20and%20research-mainpage.htm>)
for Every Kid in Our Community

3. Approval/Additions to Agenda: - 9:35 Approved as circulated

4. Approval of previous minutes: March 9/11 – 9:40 Approved as circulated

5. Coordinator's Update: 9:45

- Network maps have been sent by Health Nexus that shows people's names – not for public distribution
- March event report has been compiled and includes a summary of the evaluation.
- Budget – funding has not been confirmed at this time. No funds to work with at the present time.
- Operational plans have been submitted to the Ministry
- Educational Opportunities available are located on the web site www.healthyllg.org

5.1. Requests:

- Lois has received a request for pedometers to be used in the RELAY for LIFE:
Decision: It will be the responsibility of the finance committee to set criteria for the distribution of assets. For now, the pedometers will not be given to the Relay for Life team.
- Request to supply food for training sessions aimed at food vendors who service the Schools. As above, the finance committee will respond to this request.
- Two requests for displays, Margaret Fancy offered an Assets display which is available through Every Kid in Our Community, one is going from Healthy Babies, and also from Triple P
Decision: Group has decided that we should be represented. From the request for displays came the discussion that we: Do put funds and time in to develop resources to help build partnerships. These issues should go to the communications committee.

- Request for Lois to attend a workshop on Age-Friendly Lanark and also supply a booth at this event in Mississippi Mills on April 29, \$20 fee.
 - Discussion of the pros and cons of coordinator sitting on outside committees, how many requests can be accepted. Important to know what is being done on other committees to avoid duplication. There is a need to understand their focus and direction, then we can feed into their level of involvement.
6. March 23rd Community Event: - 10:00
- 6.1. Report: please refer to <http://www.healthyllg.net/events.html>
- 6.2. Evaluation: Small response rate means results should be interpreted with caution.
However from the response it is clear we need to
- Give an overview repeatedly to inform about the history of the Healthy Communities Partnership of Lanark, Leeds and Grenville.
 - Ensure everyone has an agenda
 - Post documents on the website and ensure participants are informed of where to find documents.
 - There is a need for a clear vision of a Healthy Community to be developed and shared at events etc. – will increase collaboration towards a common goal.
7. Ministry Submissions - Operation Plans: 10:15
- Discussion of the budget submitted to the Ministry to ensure funding for another year. Discussion of working together to form constellations - pull everyone's assets to apply for funding.
 - Discussion of the work plans to be used as an information guide.
 - Policy goals should relate back to the vision.
- ACTION:** Add the vision to all related documents as a constant reminder.
8. STRETCH BREAK: -10:30
9. Stewardship group: - (Mona chaired second half of meeting) 10:45
- 9.1. Membership Discussion:
- 9.1.1. Who needs to be on the stewardship group?
 - 9.1.2. Develop principles – discussed flexibility, recruitment, volunteers, orientation process, shared vision and size of group.
 - 9.1.3. Terms of Reference for the stewardship committee reviewed and revised.
 - 9.1.4. Reviewed role of the members of the stewardship committee.
 - 9.1.5. Stewardship committee is currently 27 members - best working size would be 12 to 15 members.
 - 9.1.6. Stewardship committee to engage organizations and individuals in achieving the vision of the partnership as a part of a constellation action group. Stakeholder wheel discussed with level of involvement of different stakeholders.
 - 9.1.7. Ability to have a regional focus as in Lanark, Leeds and Grenville – would need to discuss any variance from the workplans as submitted with the Ministry
- 9.2. Working Groups –
- 9.2.1. Partnership Development –
 - working group met to give input on Partnership Development work plan (Margaret, Jane and Lois) - more members needed - discussed connections to other groups, and the need to keep the links secure and open

- Key coalitions in Lanark Leeds & Grenville identified as partners for this table.
 - Need to promote ourselves.
 - Partnership to look at the definition of a constellation
 - Finance committee
 - to look at parameters for distribution of funds –
 - to support training
 - HCP promotion through partner program promotional advertisement.
 - Community Picture
 - needs to be updated regularly - perhaps by the epidemiologist.
 - Erin discussed the data gap in the community picture and how to improve the data that is out there.
 - Discussed Community Mapping Information data system – they are having an initial meeting next week. Several members of stewardship committee planning to attend. Gaps in data will be brought to this meeting.
 - Many instances of planning for sub-divisions, when recreation departments have never been consulted. Goal would be to bring these two groups together.
- 9.3. Constellations for Policy Areas – Physical Activity, Mental Health, and Healthy Community Charter: Paula, Mona and Lois to meet to develop parameters for constellation formation, connection with stewardship group, and process issues.

10. Plan to distribute seeds: - 11:30

- 10.1. 3000 packages of seeds have arrived at the Beckwith Township Office – how to distribute. Initiate who is there already and how can they help? Will distribute some through municipalities. Community Gardens. Need to be realistic. Need to have decision in the next two weeks.

ACTION: Carole Chang is working with Food Matters agreed to develop a distribution plan and will remain in communication with Richard regarding this matter. Richard will distribute to Lanark municipalities. Paula will bring to Board of Health meeting and give packages to municipalities in Leeds and Grenville.

11. Communication (final item on Coordinator's update) for review 11:45

12. Other:

13. Time and Date of next meeting: May 11, 2011 to deal with 9.2 and 9.3 from today's agenda.

LD/pd