



Physical Activity Coalition of Manitoba

PACM Annual General Meeting
Minutes of Meeting
Thursday, May 5, 2016
10:30 a.m. – 1:00 p.m.
Norwood Hotel, Tache Room, Winnipeg

Present:

Stephanie Jeffrey (Chair)	Manitoba Fitness Council
Jim Evanchuk	Active Living Coalition for Older Adults Manitoba
Casie Nishi	Wellness Institute
Roy Mulligan	PACM
Debbie Nelson	Manitoba Health, Seniors and Active Living
Jessica Jaques	Manitoba Health, Seniors and Active Living
Jaymi Derrett	Manitoba Children and Youth Opportunities
Elizabeth Proskurnik	Southeast Resource Development Council Corp.
Liz Harland	CancerCare Manitoba
Jessie Klassen	Green Action Centre
Kylo Harris	Sport Manitoba
Paul Paquin	Manitoba Education and Advance Learning
Kristine Hayward	Winnipeg Regional Health Authority
Jocelyn MacLeod	Manitoba Children and Youth Opportunities
Shaelyn Strachan	University of Manitoba
Cathy Steven	Health in Common
Maria Ditchfield	Recreation Connections Manitoba
Tim Fergus	City of Winnipeg, Community Services Department
Meaghan Michaluk	University of Winnipeg
Amanda Nash	Heart and Stroke Foundation
Doris Mae Oulton	Alliance for the Prevention of Chronic Disease
Maureen Owens	Southern Health
Val Friesen	City of Winnipeg, Community Services Department
Janet Cranston	Reh-Fit Centre

1. Stephanie Jeffrey, Chair PACM, welcomed everyone and introductions were made.
2. **Motion: To approve the agenda for the 2016 AGM**
Moved: Kylo Harris Seconded: Jessie Klassen
Carried
3. **Debbie Nelson, Executive Director of Healthy Living and Healthy Populations Branch with the Department of Manitoba Health, Seniors and Active Living, brought greetings from the Province**
4. **Motion: To accept the minutes of May 7, 2015 Annual General Meeting**
Moved: Jessie Klassen Seconded by: Shaelyn Strachan
Carried

5. Executive Committee Report

- Stephanie Jeffrey, Chair PACM, provided the Executive Committee Report
- PACM continues to work to support the implementation and evaluation of the MPAAP.
- Last year two Task Groups were initiated out of the MPAAP - Connecting People to Physical Activity Opportunities and Collaboration and Partnerships.
- The MPAAP Evaluation Plan has been a work in progress with Health in Common.
- PACM membership, "Community of Physical Activity Champions", is comprised of 25 coalition and network members and government partners.
- As part of our commitment to disseminate the ParticipACTION Report Card in Manitoba, PACM included the reports and other promotional material on its website and featured it in our June 2015 E-newsletter exclusively and circulated information on the Report through our distribution list comprised of over 120 organizations and agencies.
- PACM supported the 2016 Recreation Connections Manitoba conference which included a presentation on the report card by ParticipACTION
- PACM organized a webinar supporting the report card's message of active, outdoor play and specifically risk, that was presented in March 2016 by two instructors from Red River College Early Childhood Education Program. The archived webinar; Risk: butterflies in your belly is available at the PACM website.
- This past year saw a total of fifteen (15) PACM E-newsletters distributed among members and supporters and regularly featured local, provincial and national news, research, events, resources, education opportunities, programs and/or initiatives that promoted and supported physical activity.
- PACM organized a Healthy Public Policy Forum on December 11, 2015 that included a panel presentation including Jino Distasio, University of Winnipeg; Beth McKechnie, Green Action Centre and Murray Gibson, Manitoba Tobacco Reduction Alliance
- through a program partnership with Recreation Connections Manitoba PACM members were able to attend the keynote presentation with Vince Gowmon on "Remembering to Play" this past February.

6. Financial Reports

- Stephanie reviewed the 2015/2016 Financial Actuals for PACM
 - It was noted that this financial statements are not audited; that the statements are an overall review of revenue and expenses.
 - There was a surplus of \$27,677 carried forward to 2015/2016
 - Manitoba Healthy Living and Seniors supported PACM with project funding in the amount of \$15,200
 - Membership fees of \$3350 were collected in 2015/2016;
 - Expenses: Were slightly below budget projections but did begin to use some of the existing surplus due to increased Coordinator hours
 - The statement shows a surplus of \$23,346 at year end
- Stephanie reviewed the 2016/2017 Proposed Budget for PACM Budget
 - Administration: PACM is projecting membership revenue; continue to receive financial support from the Province in the amount of \$15,200; surplus of approximately \$23,346 will be carried forward to this fiscal year

- Expenses: Costs associated with the PACM Coordinator contract, administration of the website; hosting the PACM general membership and annual general meetings. There is a plan for additional staff time for the Coordinator to allow the achievement activities planned for 2016-2017 as well as expenditures related to planned activities. It is projected this will reduce the surplus to approximately \$5000

See detailed Financial Reports/Statements in Appendix A

Motion: To accept the PACM financial reports for 2015/2016 and budget for 2016/2017 as presented

Moved by: *Kylo Harris*

Seconded by: *Casie Nishi*

Carried

7. 2016/2017 PACM Workplan

The priorities for the upcoming year are:

- Promote and support the Manitoba Physical Activity Action Plan and related Task Groups
- Provide leadership in the distribution and promotion of the 2016 ParticipACTION Report Card on Physical Activity for Children and Youth
- Evaluate the current PACM Model
- Enhance and implement strategies that will enhance membership and partnerships that support collaboration and networking
- Enhance and implement communication strategies that support and promote collaboration, networking and resource development
- The workplan document will be available on the PACM website

8. MPAAP Evaluation Plan

- A (revised) draft Evaluation Plan was presented to PACM members at the February 2015 General Membership Meeting for further discussion and review. Initially the plan was for the revised document to be finalized for late spring 2015. With the change in host organization and PACM Coordinator that was delayed.
- In Fall 2015, the Executive had several additional discussions with Health in Common. There was a sense that the plan needed to somehow better reflect those items PACM directly impacted versus those that PACM was but one of many influencing factors. A model that allowed that to be reflected was modified from a ParticipACTION evaluation plan.
- The revised plan measurements will include evaluation feedback from events, participation numbers, membership statistics, task group activity and meetings, as well as surveys of members and stakeholders.
- The evaluation plan extends over a 4-year period 2016 – 2020, with some measurements being compiled annually, and others (member/stakeholder surveys) occurring every second year. This approach reflects the longer time line for the realization of the MPAAP Goals.
- PACM will be discussing the ongoing role of Health in Common in relation to the measurement tools and analysis.
- The Evaluation Plan will be posted on the PACM website for viewing

9. Task Group Reports:

- Connecting People to Physical Activity Opportunities (Michelle Meade & Stephanie Jeffrey, Co-Chairs)

- Task group has been focusing on promoting awareness of existing physical activity opportunities; investigating approaches in other Provinces as well as resources like Dial – a- Dietitian and Stress Hacks in Manitoba; several different models are being used; Nova Scotia has an approach that provides a starting point for families to find recreation, sport, and physical activities on a regional basis; an example can be seen at <http://southshoreconnect.ca/> ; the Task Group plans to develop a proposal toward the development of a similar resource in Manitoba
- Collaboration and Partnerships Task Group (Jim Evanchuk & Doris Mae Oulton, Co-Chairs)
- The Executive approved the terms of reference, work plan and proposal for a symposium on Manitoba Innovative Partnerships for Physical Activity Outcomes for fall 2016; additional tasks include profiles on innovative partnerships, webinars and partnership resources; the intent is to look at best and promising practices in creating innovative partnerships
- Healthy Public Policy Task Group – PACM has taken several steps over the past year toward the MPAAP Action Goal that states “Cultivate a Healthy Public Policy Environment that supports and encourages physical activity”. A Healthy Public Policy Forum was held in December 2015 followed by a survey in January. The intent was to establish a task group. Response to calls for participation on a Healthy Public Policy Task Group has been limited. At the same time, we heard messages that there are several existing policy related issues that touch the work that PACM does; and there are several existing groups that are working on those issues. As a result, the Executive has discussed an approach where PACM seeks opportunities to support the work of other organizations with regard to policy work rather than try to establish another policy group. Those who had expressed interest in the Healthy Public Policy Task Group will be contacted about interest in this approach. This does not preclude a Task Force being developed at a time when a particular issue along with strong interest and commitment to action exists.

10. Call for Nominations for the PACM Executive Committee

- Kylo Harris reported PACM was seeking nominations for the Executive Committee. We have received one nomination in advance of the AGM
- Jim Evanchuk, Executive Director of the Active Living Coalition of Older Adults
- Three calls for nominations from the floor, resulting in a currently ineligible candidate being identified. The Executive will follow up on potential involvement of that individual.

Motion: To accept the nomination of Jim Evanchuk for a two year term on the PACM Executive Committee

Moved by: *Kylo Harris* **Seconded by:** *Tim Fergus*
Carried

- Casie Nishi’s and Jim Evanchuk’s terms as past-co -chairs of PACM have ended. Thank you to both Jim and Casie for your leadership and support. Sarah Prowse had resigned from the board during the year, thank you to Sarah for her participation and hard work as an executive committee member.

11. Call for a New Host Organization (2017 – 2019)

- Stephanie reported that the Manitoba Fitness Council term as the PACM Host Organization will end in 2017. PACM is therefore seeking an organization to assume the role as Host Organization at that time.
- The Host Organization is a Coalition member organization that has stepped forward to provide ongoing secretariat and administrative support.

- A senior representative of the Host Organization assumes the position of PACM and Executive Committee Chair.
- The criteria for a Host Organization include:
 - must be a member of PACM.
 - must have the capacity to provide a senior representative from the organization to serve as Chair and secretariat support as needed.
 - must agree to provide the Coalition with resources required for meetings . . . including photocopying, meeting space and other office supplies. The Host Organization is reimbursed to offset these expenses.
 - must be a legal entity, e.g. an incorporated body.
- More details available by request and on the PACM website.

12. **Presentation: Community Health Assessments**

Heather Sparling, Senior Program and Policy Analyst, Manitoba Health, Seniors and Active Living and Sunita B. Bapuji, Research Associate, Winnipeg Regional Health Authority presented on the Community Health Assessments (CHA). The CHA is a required report that each of the regional health authorities prepare every 5 years about the health needs and strengths of the communities in each region and the province as a whole and also for specific sub-populations. The assessments are available online at each regional health authority website. Heather provided an overview of the CHA and indicators of particular relevance to the physical activity sector. Sunita provided an example of the report data from the Winnipeg Regional Health Authority report. Both presentations are available at the PACM website.

13. **Coalition Announcements included:**

- National physical activity, sedentary behaviour and sleep indicators being developed, the depth of the data is to be determined
- The Winnipeg Community Sport Policy has established task groups looking at Physical Literacy and Access & Equity; taking a provincial focus; anyone interested in involvement contact Kristine Hayward at the Winnipeg Regional Health Authority
- Recreation Connections Manitoba conference will be Feb. 13 -15, 2017 at Canada Inns Polo Park; a Therapeutic Recreation workshop is being planned for fall 2016; RCM currently has a position posted on website for a Manager of Programs and Services
- May is Bike to School Month; the Commuter Challenge will be the first week of June; a province wide survey of how children travel to school is occurring
- South East Tribal Council is hosting a competitive Pow Wow at U of W on June 11 & 12
- Sherbrooke Pool is scheduled to open shortly (now delayed six weeks)
- MFC is celebrating its 30th Anniversary; have launched a pre & post natal fitness leaders course; will be hosting conference in October
- ALCOA is hosting the Manitoba Liquor & Lotteries 55+ Games, June 14 -16 in Brandon
- Recreation and Regional Services is now part of Manitoba Indigenous and Municipal Relations
- CancerCare and Reh-Fit will be releasing their evaluation report on a pilot project on Physical Activity for Cancer Survivors
- May 18th Workshop on Physical Activity Programs in Manitoba, Building on Experience – info available on PACM website.

Stephanie thanked everyone for their attendance and participation at the PACM AGM.

Meeting adjourned at 1:00 p.m.

Financial Report

PACM	2015-16	2015-2016	2016-2017
	BUDGET	ACTUAL	BUDGET
REVENUES			
Membership	\$4,500	\$ 3,350.00	\$ 3,500.00
Provincial Grant	\$15,000	\$ 15,200.00	\$ 15,200.00
Surplus Provincial Grant	\$4,585	\$ 4,585.00	\$ -
Surplus - carry forward PACM	\$23,092	\$ 23,092.00	\$ 23,346.69
Total Revenues	\$47,177	\$ 46,227.00	\$ 42,046.69
EXPENDITURES			
Administration Expenses	\$0	\$ 2,085.69	\$ 650.00
Printing	\$0	\$ 567.00	\$ 650.00
Telephone	\$0	\$ 175.00	\$ 300.00
Website	\$810	\$ 849.87	\$ 900.00
Meetings and refreshments	\$3,000	\$ 1,852.83	\$ 3,000.00
Travel (Air/Accom/meal)	\$1,500	\$ -	\$ 1,500.00
Admin Fee to Host Org	\$3,450	\$ 3,450.00	\$ 3,450.00
Speaker Fees	\$5,000	\$ 1,138.57	\$ 5,000.00
Salaries/ Contractor	\$15,000	\$ 12,761.35	\$ 22,000.00
Total Expenditures	\$28,760	\$ 22,880.31	\$ 37,450.00
EXCESS (DEFICIT)	\$18,417	\$ 23,346.69	\$ 4,596.69
Explanation			
Revenue			
Membership	Membership fees collected during the fiscal year		
Other	Surplus carried forward from 2014/2015		
Expenditures			
Website	Annual service & maintenance fee of Service Provider (All-net.ca)		
Meetings and refreshments	Food & refreshment for AGM and General Membership meetings		