



Physical Activity Coalition of Manitoba

PACM Annual General Meeting  
Minutes of Meeting  
Tuesday, May 15, 2018  
10:45 a.m. – 2:00 p.m.  
Norwood Hotel, Tache Room, Winnipeg

**Present:**

Stephanie Jeffrey (Chair)	Manitoba Fitness Council
Jim Evanchuk	Active Living Coalition for Older Adults Manitoba
Roy Mulligan	PACM
Kylo Harris	Sport Manitoba
Jaymi Derrett	Manitoba Municipal Relations
Jessica Jaques	Manitoba Health, Seniors and Active Living
Angie Arshad	Student – University of Manitoba
Kristine Hayward	Winnipeg Regional Health Authority
Stephen Howell	Manitoba Education and Training
Daria Joquera Palmer	Recreation Connections Manitoba
Elizabeth Ready	University of Manitoba, Kinesiology and Recreation Management
Shaelyn Strachan	University of Manitoba, Kinesiology and Recreation Management
Anders Swanson	Winnipeg Trails Association
Karin Whalen	Wellness Institute

1. Stephanie Jeffrey, Chair PACM, welcomed everyone and introductions were made
2. **Motion: To approve the agenda for the 2018 AGM**
  - **Motion by:** Kristine Hayward     **Seconded by:** Kylo Harris  
**Carried**
3. **Motion: To accept the minutes of May 16, 2017 Annual General Meeting**
  - **Motion by:** Kylo Harris     **Seconded by:** Kristine Hayward  
**Carried**
4. **Executive Committee Report**
  - Stephanie Jeffrey, Chair PACM, provided the Executive Committee Report
  - PACM Review Recommendations - An update on the status of the recommendations presented at the 2017 PACM AGM was provided.
    - PACM Model –
      - MFC continues as the PACM host
      - Structuring two focus areas – Communication and Knowledge and Policy and Advocacy – pending increased volunteer involvement and administrative support certainty
    - Governance & Membership –

- Strengthen PACM Executive – vacancies continue in the Executive, members are encouraged to consider filling a position
- Target leadership/decision makers – some contacts made with limited response
- Broaden representation from allied sectors – Healthy Public Policy Task Group has engaged some allied sectors
- Recruit for specific activities – Healthy Public Policy Task Group recruited based on focus on equitable access to physical activity
- Key Activities -Communication and Knowledge Sharing
  - Continue to share PA information; Continue with networking and training and Expand access to resources and information sharing– continues through newsletter, website, meetings and training opportunities
  - Representation of the sector – follow up on the F/P/T PA Framework; working with Physical Literacy Manitoba; joined Active Living Coalition for Canadians with a Disability
- Key Activities – Healthy Public Policy
  - Identified focus as “Connect and collaborate with other agencies and existing local, provincial or national initiatives to address equitable access”
  - Established a Healthy Public Policy Task Group
- MPAAP Evaluation Update – With Health in Common developed a template for ongoing tracking of the indicators identified in the Evaluation Plan. The plan calls for surveys and interviews to occur in fall 2018. Results will be shared in early 2019.
- PACM membership, “Community of Physical Activity Champions”, is comprised of 19 coalition, network and associate members and government partners. The importance of a strong membership to provide a strong voice for physical activity in Manitoba was emphasized.
- This past year saw a total of thirteen (13) 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 coordinated the timing and location of a General Membership Meeting to coincide with the Recreation Connections Manitoba Conference in February. As part of a program partnership with RCM, participants were invited to listen to the opening Keynote address at the conference - Jody Urquhart “This Would Be Funny if it Wasn’t Happening to Me! How to Navigate the Future with Enthusiasm & Vigour”
- An earlier Membership Meeting was planned to occur in conjunction with a Kairos Blanket Exercise Session – cancelled due to insufficient registrations
- PACM is part of Physical Literacy Manitoba that provided a forum in June 2017 (26 participants) and Physical Literacy Training Day in April 2018 (138 participants)

## 5. PACM Terms of Reference

The PACM Terms of Reference were updated to reflect the recommendations from the PACM Review and the current operation of PACM . There are three terms of reference documents – Coalition, Executive and Task Groups. The proposed revised terms of reference were posted on the PACM website in early March 2018 and members received a communication directing them to the website and seeking input. The major changes to the terms of reference were reviewed.

**Motion: That the updated Terms of Reference be approved as posted and presented.**

- **Motion by:** Jim Evanchuk                      **Seconded by:** Shaelyn Strachan
- **Carried**

## 6. Task Group Reports:

- **Healthy Public Policy** - Chairs – Kristine Hayward(WRHA) and Kylo Harris (Sport Manitoba)
- Task Group members included representatives from Manitoba Aboriginal Sport and Recreation Council; Recreation Connections Manitoba; Prairie Mountain Health Region; Southern Health Region; Manitoba Association of Newcomer Serving Organizations and PACM
- Task Group met 5 times – developed Terms of Reference; 2 Intended Impact statements and related 5-year Implementation Plans approved in principle by Executive;
- Intended Impact Statements are :
  - To create awareness and share existing resources and policies on equitable access to physical activity to physical activity providers (municipalities, communities, schools, organizations) by 2020
  - To have x% of physical activity providers develop and implement physical activity equitable access policies by 2023. (Provincial Sport Organizations, municipalities, schools, community centres)
- Task group developed plan, the next step is to bring together an implementation group; that is pending funding confirmation to ensure ability to provide support to the proposed plans

#### 7. **Financial Reports – 2017/2018 Financial Report and 2018/2019 Budget**

- Stephanie presented the Financial Report (copy attached)
- The Executive had decided to start spending down the surplus and that is reflected in the report. No significant variances were noted
- **Motion: To accept the 2017 -2018 Financial Report as presented.**
- **Motion by:** Daria Jorquera Palmer      **Seconded by:** Kristine Hayward
- **Carried**
- 2018/2019 proposed budget (copy attached) was reviewed. No significant variances from the previous year.
- PACM had not received confirmation of Government funding at this time The Executive has determined that the surplus from the 2017/2018 fiscal year would be used to support the activities and PACM Coordinator position pending news on the funding. Coordinator hours have been adjusted.
- The Executive is proposing a budget for 2018 -2019 based on the same level of funding from the Province that was received for 2017 -2018. Should the funding levels change, the Executive will adjust the budget to reflect the changes and provide that to the membership
- **Motion: To accept the 2018/2019 budget as presented.**
- **Motion by:** Daria Jorquera Palmer      **Seconded by:** Kylo Harris
- **Carried**

#### 8. **Proposed 2018/2019 PACM Workplan**

- Roy provided an overview of the proposed workplan that includes objectives related to;
  - Supporting the MPAAP
  - Implementation of the PACM Review Recommendations
  - ParticipACTION Report Card
  - Membership and Collaboration
  - Communication & Knowledge Sharing

The workplan has yet to receive Executive approval. It will be posted online once reviewed by the Executive.

## 9. Call for Nominations for the PACM Executive Committee

- Stephanie reported that Physical Activity Coalition of Manitoba (PACM) is seeking nominations for the 4 Members at large positions with the Executive Committee
- A call for nominations from the floor were made. No nominations came forward.
- Jim Evanchuk and Kylo Harris had previously indicated a willingness to let their names stand for the positions.
- **Motion: To accept the nomination of Jim Evanchuk and Kylo Harris for a two year term on the PACM Executive Committee**
- **Motion by:** Executive Committee      **Seconded by:** Daria Jorquera Palmer
- **Carried**
- The Executive will follow up directly to identify and approach potential Executive members

## 10. Coalition Announcements

Announcements included:

- The F/P/T PA Framework – Common Vision is due for approval by Ministers on May 31, 2018 and will have a related communication plan
- Manitoba Municipal Relations has a new grant program to support development of community non-profit groups with details available soon
- City of Winnipeg Parks and Recreation strategy consultation is occurring; includes a Parks Strategy, Recreation Strategy and Regional Parks Investment strategy; an online survey is at City website
- The International Physical Literacy Conference will be in Winnipeg in May 2019
- Girls & Women Committee to promote physical activity is planning a session in conjunction with RCM conference in February 2019
- Manitoba Collaborative Data Portal providing access to provincial data sets is now accessible online; if Winnipeg data specifically is wanted contact Kristine Hayward
- A session on built environments and physical activity with Dr. Lawrence Green included City planners and Public Health staff
- Sport Manitoba working through the new facility operation; going through an operation review that may changes some roles'
- Manitoba Games in Thompson were very successful; Manitoba 2020 Summer Games will be in Dauphin
- Sport Manitoba Fit Kids/Healthy Kids working with Healthy Together Now to bring afterschool programs with physical literacy focus to various communities
- Sport Manitoba hosting Regional days to bring services to communities throughout the province
- 55 Plus Games taking place June 12-14 in Glenboro; expecting 1000 participants; ALCOA looking to go beyond the games with a resource guide for communities
- ALCOA will be rebranded as Active Aging Manitoba on Sept. 1, 2018
- October 1, 2018 Sport Manitoba and Active Aging Manitoba will host a National Seniors/Elders Day event at the Sport for Life Centre.
- Manitoba Health, Seniors and Active Living hosted a session for health promoters on Health Equity, Social Return on Investments and Reconciliation in March
- The Canadian Council of Chief Medical Officers will be releasing a Common Vision document supporting active play; developed in Manitoba
- Winnipeg Trails is involved in a 3 year research project – Mo-Shift – looking at the link between chronic disease and access to trails – has used some unique methods to connect with users; part of the project includes an annual conference – this year focused on connecting people to downtown through active transportation means;

- Winnipeg Trails is translating their website into several First Nations languages
- National Fitness Leaders is involved in a survey on national fitness trends
- MFC developing video resources to support leaders around fall prevention activities
- MFC Administrative Support position will be filled for a maternity leave
- MFC working with Women's Health Clinic on a Weight to Wellness program
- MFC has introduced some Paddleboard Yoga sessions
- University of Manitoba, Kinesiology and Rec Management will have seven new people coming on this summer including focuses on Indigenous, psychology, bio-mechanics and pedagogy
- Recreation Connections Manitoba will be hosting a Therapeutic Training Day in October; call for presenters closes June 1<sup>st</sup>
- RCM will be having a pre-conference day focusing on parks and trails at the 2019 conference
- The Wellness Institute is holding a speaker series; next speaker is Dr. Timothy Caulfield speaking on Truth about what makes us healthy; will also include a panel of local health experts; June 14<sup>th</sup>; tickets are \$40; Michael Granger presented in February on How Not to Die
- Wellness Institute has summer kids camps including a Medical Masters and Chef camp
- Manitoba Education and Training reported on a document supporting transgender students that is being rolled out to school divisions and a planned summer institute

11. **Presentation** – Dr. Shaelyn Strachan provided a presentation on *Looking inwards: How aspects of the self can be used to understand and influence health behaviour*

12. **Adjournment**

Stephanie thanked the participants at the meeting and the various board and task group members.

**Motion: That the AGM be adjourned. Moved by:** Kristined Hayward

**PACM Financial Report 2017/2018 and Budget 2018/2019**

PACM		2017-2018	2018-2019	2018-2019
		Actual	Actual	BUDGET
<b>REVENUES</b>				
Membership		\$ 3,800.00	\$ 100.00	\$ 3,000.00
Provincial Grant		\$ 15,200.00	\$ -	\$ 15,200.00
Surplus Provincial Grant				
Surplus - carry forward PACM		\$ 10,687.52	\$ 8,026.05	\$ 8,026.05
<b>Total Revenues</b>		<b>\$ 29,687.52</b>	<b>\$ 8,126.05</b>	<b>\$ 26,226.05</b>
<b>EXPENDITURES</b>				
Administration Expenses		\$ 328.00		400
Printing				600
Telephone		\$ 534.00		1500
Website		\$ 919.40		1000
Meetings and refreshments		\$ 641.82		2000
Travel (Air/Accom/meal)				0
Admin Fee to Host Org		\$ 3,450.00	\$ 3,450.00	3450
Speaker Fees				0
Sponsorship- Recreation Connections		\$ 1,000.00		1000
Salaries/ Contractor		\$ 14,788.25	\$ 1,140.00	\$ 10,000.00
<b>Total Expenditures</b>		<b>\$ 21,661.47</b>	<b>\$ 4,590.00</b>	<b>\$ 19,950.00</b>
<b>EXCESS (DEFICIT)</b>		<b>\$ 8,026.05</b>	<b>\$ 3,536.05</b>	<b>\$ 6,276.05</b>