**Minutes**

1. **Call to order** Chair: Isabela Herrmann

Recorder: Heather M.

Attendees: Emily Aubin, Kathryn Forsyth, Isabela Herrmann, Jessica Love, Heather McMillian, Elsie Perry, Donna Smith Guest: Paula Ross

1. **Additions to the agenda -** none; not discussed FYI Power Point for Multi-Sector Collaboration (see appendix I)
2. Approval of Minutes March 11, 2016 - **deferred**
3. **Business Arising from previous minutes (3.0 above)**
	1. HERS Partnership subgroup document placement in OSNPPH Website - Completed.

**ACTION:** We will discuss this at the next meeting full HERS meeting (Thurs. April 14) to see if the minutes should go in the main folder so all members can access them or in partnership folder.

1. **New /Ongoing Business**
	1. Meetings scheduled – Elsie sent outlook invitations for upcoming meetings – May 2, May 30 (if needed), and June 10.
	2. **Communication Subgroup Update** – Isabela – no update to provide.
	3. **PRO conference announcement –** Paula gave a brief update on the presentation at the PRO conference. About 25 people attended their concurrent session. The presentation went very well.
	4. **NRC Forum attendance** – Donna, Heather and Jessica are attending. Katie Neil is presenting.
	5. **Face to Face meeting planning**
		1. Review preliminary outline

Kim H. provided great support for developing this agenda. The group reviewed the preliminary agenda and was happy with the outline. A suggestion was to add an opportunity for sharing some background on OSNPPH/PRO/NRC to provide context for project. (See appendix II - revised section)

**ACTION:** Isabela to discuss revisions with Kim H. for fit with the agenda.

* + 1. Determine our meeting content.

We want to provide enough information for people to prepare, but not overwhelm them. A suggestion was to send participants. The OSNPPH HERS Essential Elements in advance and provide print copies of other materials at the meeting. The stakeholder chart needs cleaning up before it can be shared with external partners. We could share project examples or a summary of all ongoing projects.

**ACTION:** Elsie will clean up stakeholder chart for early May

**ACTION:** Donna to create and send Isabela an NRC overview for the face to face meeting.

**ACTION:** Donna to send Isabela the two final NRC situational assessment docs.

**ACTION:** Paula will send Isabela OSNPPH-HERS background from PRO conference and sample Ontario project info.

**ACTION:** Isabela will look on OSNPPH website overview doc as it may already exist.

**ACTION**: Isabela will send NRC and OSNNNP overviews to Dianne and ask her to provide something similar for PRO.

**ACTION:** Isabela will send the group potential documents to share in an email, including the above and BCRPA Facilitators and Barriers infographic and Rec Food Environment Graphic from BCRPA.

**ACTION:** Group to provide feedback regarding inclusion of the above documents in the face to face meeting.

**ACTION:** Isabela email the final agenda and OSNPPH HERS Essential Elements to Face to Face attendees.

**ACTION:** Isabela to print and bring appropriate docs to the face to face meeting.

 5.5.3 **Clarify OSNPPH-HERS roles and responsibilities**

 Previously, Kim H. suggested OSNPPH-HERS determine their capacity for this project. PRO has made it clear what they can contribute. NRC will have their work plan approved and know what they can contribute by the F2F meeting.

The group agreed we are willing to sit on committee and provide in-kind expertise/contribution, but determined it is difficult commit additional time without it being specifically linked to a project approved by our individual health unit management. Ideas discussed were that PRO has had success by strategically positioning their successful projects toward healthy child development to gain support. The group agreed we already rationalize our work by relating it to childhood obesity and the HKCC. Is someone able to expand these themes to gain additional support (finances/in-kind).

Group discussed idea of having a project coordinator who would oversee subprojects (e.g. partnership stakeholder group, communication group, policy group, advocacy group etc.) Donna indicated if approved there might be capacity for her to do this within her NRC role.

**ACTION:** Paula to bring this topic to the larger HERS group on Thursday for additional input/insights. She will determine if the coordinator idea is sufficient for now and if anyone from HERS has the capacity to take on this or a similar role.

5.5.4 Vision, goal, process – Group agreed that the (working) vision (sent to NRC) “All recreation centres in Ontario have healthy food environments.”  is an acceptable starting point for the meeting.

* 1. HC-LINK update – none to update – Kim provided great support for draft agenda development.
	2. NRC partnership update – nothing additional – covered in other agenda items. Not specifically discussed is HERS email request for NRC support (see appendix III)
	3. PRO partnership update – Isabela will continue to forward information as appropriate. PJ Naylor from BC willing to consult on this project. Paula believes Kim Raines seemed open to further discussions with HERS.
	4. Partnership Development Model – Elsie sent links to resources in a prior email.
1. **Ongoing/Outstanding Actions – deferred.**
	1. Stakeholder Wheel (draft online)
	2. General Partnership Introduction and Intentions Outline (draft online)
	3. Partner Contact Plan and subsections – Isabela working on draft
	4. Vision and Goal Process – ongoing refinement/adaptation with engaged stakeholders
2. **Next meeting**

Date and Time: May 2, 9:30-11:00am

Chair: Isabela Herrmann

Recorder: Elsie P., then alphabetically from A’s

Appendix I

Multi-Sector Collaboration Power Point (Potentially relevant information from CDPAV 2016).

<http://www.cdpac.ca/media.php?mid=1449>

Appendix II

# **Context Setting changes to the DRAFT Agenda - HERS, NRC and PRO Meeting**

Wednesday, May 25, 2016 - 10:00 a.m. – 1:00 p.m.; in Toronto

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**10:20 Context Setting**  **Isabela/ NRC/PRO**

* Overview/Background for each agency (overview doc from NRC, OSNPPH, PRO)
	+ Organizational overview general
	+ Meeting expectations
	+ Organizational influence/stakeholders/associates relevant to project
	+ Potential commitment – in-kind and financial
* OSNPPH – HERS brief overview of key work/resources etc.
	+ OSNPPH HERS Essential Elements (sent in advance)
	+ Documents offered at meeting including:
		- Stakeholder chart from OSNPPH-HERS
		- NRC situational assessment docs (2)
		- Samples of Ontario projects from HERS
		- Facilitators and Barriers infographic from BCRPA
		- Recreation Food Environment Graphic from BCRPA.

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Appendix III

**From:** Herrmann, Isabela [mailto:Isabela.Herrmann@peelregion.ca] **Sent:** March-04-16 4:11 PM
**To:** Donna Smith; Karen Gough **Subject:** OSNPPH-HERS request for NRC support.

Hi Karen and Donna,

Thank you very much for your interest in supporting the OSNPPH Healthy Eating Recreation Settings project.  I have met with the HERS Partnership subgroup and the general HERS working to relay our teleconference discussion.  We agree that NRC’s support will be important to the success of this project!

Concurrently, I have been in touch with Parks and Recreation Ontario (PRO) as would like them to co-lead the project.  I expect to follow up with them next week.

OSNPPH HERS would value NRC’s support and/or co-lead for the following, pending discussion with PRO and depending on NRC’s capacity.

* Developing a provincial healthy eating coalition/collaborative
* Supporting development of above mentioned coalition’s work plan
* Developing nutrition guidelines, tools (e.g. toolkits)and policies
* Writing of technical reports and the Terms of Reference, etc
* Supporting knowledge exchange through webinars, NRC Navigator and other means, as appropriate

Additionally I have contacted HC-LINK to update them on our progress and determine their willingness to facilitate a meeting with OSNPPH, PRO and NRC to lead us through a process that would enable us to determine our respective roles and next steps for the project.

Our (working) provincial vision is “**All recreation centres in Ontario have healthy food environments.**”  (a brief, elevator message).

Please feel free to contact me if you have any questions or require further clarification.  I understand this is a large request but I also know that the NRC recognizes this as an important provincial endeavor.

 **Thanks and have a great weekend**