



Physical Activity Coalition of Manitoba

PACM Annual General Meeting
Minutes of Meeting
Thursday, May 7, 2015
10:30 a.m. – 12:30 p.m.
Norwood Hotel, Tache Room, Winnipeg

Present:

Jim Evanchuk (Co-Chair, PACM)	Active Living Coalition for Older Adults Manitoba
Casie Nishi (Co-Chair, PACM)	Wellness Institute
Cory Jackson	PACM
Debbie Nelson	Manitoba Health, Healthy Living and Seniors
Jessica Jaques	Manitoba Health, Healthy Living and Seniors
Ann Marie Hayek	Manitoba Health, Healthy Living and Seniors
Jaymi Derrett	Manitoba Children and Youth Opportunities
Elizabeth Proskurnik	First Nations and Inuit Health Branch – Health Canada
Liz Harland	CancerCare Manitoba
Mel Marginet	Green Action Centre
Kylo Harris	Sport Manitoba
Paul Paquin	Manitoba Education and Advance Learning
Michelle Meade	Winnipeg Regional Health Authority
Sarah Prowse	Winnipeg Regional Health Authority
Kristine Hayward	Winnipeg Regional Health Authority
Nicole Dunn	Healthy Leisure Human Performance Research Institute, U of M
Holly Radcliffe	Active Living Coalition for Older Adults Manitoba
Liz Ready	Faculty of Kinesiology and Recreation Management, U of M
Jocelyn MacLeod	Manitoba Children and Youth Opportunities
Stephanie Jeffrey	Manitoba Fitness Council
Shaelyn Strachan	University of Manitoba
Anders Swanson	Winnipeg Trails Association

Casie Nishi, Co-Chair PACM, welcomed everyone and introductions were made.

1. Motion: To approve the agenda for the 2015 AGM

Moved: Michelle Meade

Carried

2. Motion: To accept the minutes of June 25, 2014 Annual General Meeting

Moved: Sarah Prowse Seconded by: Stephanie Jeffrey

Carried

3. Debbie Nelson, Executive Director of Healthy Living and Healthy Populations Branch within the Department of Manitoba Health, Healthy Living and Senior, brought greetings from the Province

4. Executive Committee Report

- Jim Evanchuk, Co-Chair PACM, provided the Executive Committee Report
- The Manitoba Physical Activity Action Plan (MPAAP) was approved by PACM members at the Annual General Meeting in June 2014.
- Following the AGM, PACM and Health in Common continued its partnership to formulate an evaluation planning framework. We will report on this process in more detail later in the agenda
- The Action Plan also saw two Task Groups establish . . . **Connecting People to Physical Activity Opportunities and Collaboration and Partnerships.**
- With funding support from Manitoba Health, Healthy Living and Seniors, PACM was able to send a representative (Jackie Avent, Green Action Centre) to the Global Summit on Physical Activity of Children in Toronto, May 2014.
- Jackie also attended the national launch as the Manitoba representative of the 2014 AHKC Report Card on the first full day of the summit.
- As part of our commitment to disseminate the Report Card in Manitoba, PACM included the reports and other promotional material on its website and featured it in our May 2014 E-newsletter exclusively and circulated the Report through our distribution list comprised of over 120 organizations and agencies.
- PACM membership, “Community of Physical Activity Champions”, is comprised of 24 coalition and network members and government partners.
- This past year saw a total of sixteen (16) 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 General Membership Meeting on November 13, 2014 that included a presentation by Dr. Norman O’Reilly on “Public Private Partnerships and Sponsorships in Physical Activity and Sport” and with the support of Recreation Connections Manitoba PACM members were able to attend the keynote presentation with Bob Yates on “Unlocking the Power of Play” this past February.

5. Financial Reports

- Casie reviewed the 2014/2015 Financial Actuals for PACM Administration and PACM Project:
 - It was noted that these financial statements are not audited; that the statements are an overall review of revenue and expenses.
 - Project Actuals:
 - There was a surplus of \$3401 carried forward to 2014/2015
 - Manitoba Healthy Living and Seniors supported PACM with project funding in the amount of \$15,200
 - Project expenses were under budget largely due to the support (in-kind contribution) of Health in Common in the facilitation of the MPAAP evaluation planning process.
 - Administration Actuals:
 - Revenue: Membership fees were collected in 2014/2015; surplus of \$21,789 was carried forward from 2013/2014
 - Expenses: Within budget projections
- Casie reviewed the 2015/2016 Proposed Budgets for PACM Budget (the Administration and Project budgets are rolled into one budget):

- Administration: Anticipate an increase in revenue as PACM is projecting membership revenue; continue to receive financial support from the Province in the amount of \$15,200; surplus of approximately \$27,500 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

See detailed Financial Reports/Statements in Appendix A

- 6. Motion: To accept the PACM financial reports for 2014/2015 as presented**
Moved by: Kylo Harris Seconded by: Michelle Meade
Carried
- 7. Motion: To accept the PACM proposed budgets for 2015/2016 as presented**
Moved by: Mel Marginet Seconded by: Kylo Harris
Carried
8. The **2015/2016 PACM Workplan** is a work in progress and will be further refined by the new Host Organization and Executive Committee. The four priorities for the upcoming year are:
 - Provide leadership in the distribution of the 2015 Active Healthy Kids Canada Report Card
 - Continue to promote and support the Manitoba Physical Activity Action Plan
 - Enhance and implement strategies that will enhance membership and partnerships that support collaboration and networking locally, regionally, provincially and nationally
 - Enhance and implement communication strategies that support and promote collaboration, networking and resource development
- 9. MPAAP Evaluation Plan**
 - As the monitoring and evaluation of the original Manitoba Physical Activity Action Plan was never fully realized, there was a general consensus among PACM members that an evaluation plan was important and would help capture and report on activities that support the Action Plan and its Task Groups.
 - Hence in October 2014, PACM and Health in Common, continued its partnership and commenced with the work of developing an evaluation framework for the MPAAP.
 - A half day Evaluation Planning Session took place on December 4, 2014 at the SOGH Wellness Institute.
 - In the weeks following the planning session, Health in Common, compiled the information and formulated a draft Evaluation Plan document. The draft Evaluation Plan was circulated among the participants in the planning session, in early February for comments and additional feedback and to ensure the plan captured the discussions, priorities and ideas. Further edits and revisions were incorporated into the document with this feedback.
 - The (revised) draft Evaluation Plan was presented to PACM members at the February 26 2015 General Membership Meeting for further discussion and review.
 - A final copy of the Evaluation Plan is pending. We anticipate its completion by early June 2015.
- 10. Task Group Reports:**
 - Connecting People to Physical Activity Opportunities (Michelle Meade & Stephanie Jeffrey, Co-Chairs)
 - Have been meeting regularly
 - Need to define scope of the work; what will we connect people to?

- Simple concept but sustainability is a challenge
- Will align with the Consumer Health Strategy – E- Health; be more responsive to consumers
- Influence the direction of health toward prevention
- Will need to tap into PACM members for more information
- Collaboration and Partnerships Task Group (Jim Evanchuk & Doris Mae Oulton, Co-Chairs)
 - Reviewed activities and timelines in detail at the PACM General Membership Meeting in February
 - Will include best or promising practices
 - Need to build participation in this group
 - Contact Jim if you are interested in joining this group

11. **Minister Deanne Crothers joined the PACM meeting and addressed the audience.** She reinforced the importance of working together and that the priorities of the Province & PACM around physical activity are closely aligned. She acknowledged the important role of PACM in supporting and promoting physical activity for all Manitobans.

12. **Call for Nominations for the PACM Executive Committee**

- Jim Evanchuk reported PACM was seeking nominations for the Executive Committee. The PACM Executive Committee, in collaboration with the PACM Coordinator, serves as the planning, coordinating and administrative body of PACM as well as the stewards for the overall implementation of the Manitoba Physical Activity Action Plan. The Executive Committee will meet an average of 4 – 6 times per year.
- We have received one nomination in advance of the AGM
- Sarah Prowse, Manager of Physical Activity Promotion with the Winnipeg Regional Health Authority/Winnipeg in Motion.

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

Moved by: Casie Nishi Seconded by: Stephanie Jeffrey
Carried

- Michelle Meade has retired from the PACM Executive Committee after completing her 2 year term. Thank you Michelle for your support and participation. Michelle was presented a gift on behalf of PACM
- Cory Jackson will be completing her contract with PACM at the end of May. Cory has served as the PACM Coordinator for the past 2 years. She was presented a gift on behalf of PACM.

13. **New Host Organization (2015 – 2017)**

- Casie reported that the Manitoba Fitness Council has agreed to serve as the PACM Host Organization for a two year term (2015 – 2017).

Motion: To approve the Manitoba Fitness Council as the PACM Host Organization for a two year term (May 2015 – May 2017)

Moved by: Michelle Meade Seconded by: Kyo Harris
Carried

14. Presentation: Manitoba's Policy for Recreation Opportunities

Jaymi Derrett, Consultant with Manitoba Children and Youth Opportunities/Recreation and Regional Services Branch presented on the new provincial recreation policy. The Manitoba's Policy for Recreation Opportunities is a framework developed to strengthen and promote the value of recreation throughout Manitoba and guide the actions of the provincial government to provide recreation opportunities that will enrich and strengthen the social, health and economic well-being of individuals, families and communities.

For more information on the Manitoba's Policy for Recreation Opportunities go to:

www.gov.mb.ca/cyo/recreation/prpr.html

15. Coalition Announcements included:

- Support is needed to ensure the City of Winnipeg passes the budget commitment for \$340 million dollar towards walking/biking infrastructure
- Healthy Schools Manitoba will be attempting to set a Guinness world record for most bike helmets worn at the same time (tba)
- Commuter Challenge – May 31 to June 2
- May is Bike to School Month
- Manitoba Physical Literacy Conference, October 12 & 13, 2015 in Winnipeg
- MHSAA Board recently passed policy for transgender individuals being able to self-select sport based on gender identity
- Wellness Institute - a webinar on "Exercise in Medicine" will be available
- ALCOA is hosting the Manitoba Liquor & Lotteries 55+ Games, June 16 – 18 in Beausjour

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

Meeting adjourned at 12:15 p.m.

Lunch was served.

**APPENDIX A
PACM FINANCIAL REPORTS**

Wellness Institute/ALCOA PACM Project Actuals 2014-15	2014-15 BUDGET	2014-15 ACTUAL
<u>REVENUES</u>		
Province of Manitoba	\$15,000	\$15,200
Province of Manitoba - Surplus/Carried Forward	\$3,401	\$3,401
Other	\$0	\$0
Total Revenues	\$18,401	\$18,601
<u>EXPENDITURES</u>		
Contract Salaries	\$9,000	\$7,066
Contract Fees - speakers	\$500	\$2,462
Faciliator fees	\$0	\$0
Program Supplies	\$300	\$150
Photocopying	\$0	\$0
Printing	\$0	\$0
Telephone	\$550	\$0
Mileage	\$651	\$0
Conference Food/Venue	\$1,500	\$0
Meals	\$0	\$0
Travel (Air/Rental)	\$1,300	\$938
Administration Fee - Host	\$3,450	\$2,250
Administration Fee - PACM admin	\$1,150	\$1,150
Other (refunds)	\$0	\$0
Total Expenditures	\$18,401	\$14,016
EXCESS (DEFICIT)	\$0	\$4,585

Wellness Institute/ALCOA PACM Administration	2014-15 BUDGET	2014-15 ACTUAL
<u>REVENUES</u>		
Membership	\$2,650	\$3,900
Project Admin Revenue	\$1,150	\$1,150
Other	\$21,789	\$21,789
Total Revenues	<u>\$25,589</u>	<u>\$26,839</u>
<u>EXPENDITURES</u>		
Photocopying	\$0	\$0
Printing	\$0	\$0
Postage	\$0	\$0
Telephone	\$0	\$0
Website	\$810	\$809
Accomodations	\$0	\$0
Meals	\$2,000	\$1,738
Travel (Air/Rental)		
Admin Fee	\$1,200	\$1,200
Other	\$0	\$0
Total Expenditures	<u>\$4,010</u>	<u>\$3,747</u>
EXCESS (DEFICIT)	<u>\$21,579</u>	<u>\$23,092</u>

PACM Budget 2015/2016	2015-16 BUDGET
<u>REVENUES</u>	
Membership	\$4,500
Provincial Grant	\$15,000
Surplus Provincial Grant	\$4,585
Surplus - carry forward PACM	\$23,092
Total Revenues	<u>\$47,177</u>
<u>EXPENDITURES</u>	
Photocopying	\$0
Printing	\$0
Telephone	\$0
Website	\$810
Meals	\$3,000
Travel (Air/Accom/meal)	\$1,500
Admin Fee to Host Org	\$3,450
Speaker Fees	\$5,000
Salaries/ Contractor	\$15,000
Total Expenditures	<u>\$28,760</u>
EXCESS (DEFICIT)	<u>\$18,417</u>