



Executive Committee Teleconference
Wednesday, June 27th, 2007
1:00 pm (Eastern)

Minutes

1. Call to Order

Mike called the meeting to order.

2. Acceptance of the Agenda

The agenda was accepted as presented.

3. Acceptance of the Minutes – February 26, 2007

The minutes of Feb. 26th, 2007 were approved as presented.

4. Business Arising

4.1. International Pediatric Alliance Update – Greg

Greg reported that he has made contact with Joan Marsten and will work with Mike to create linkages with them once they send us their new web site address.

4.2. Free Standing Hospices Update – Fil

Michèle and Fil are working on collecting the contact information for the free-standing pediatric hospices in Canada. Fil reported that Rose Cherry Home is changing its name and program focus. They will likely move to offering basic respite services. Fil reported that the pediatric hospice in Calgary will be operational within the next year. Once Fil and Michèle collect the contact information they will forward it to the group.

4.3. Executive Committee Bios

Greg will send an e-mail to committee members asking them to send a short bio and picture for CHPCA files. The committee needs to discuss whether they would like this information posted on the web site or if it is only for internal reference.

4.4. New Committee Members Discussion

- The committee has been unable to connect with Honna Janes-Hodder for more than a year. Both phone calls and e-mails have gone unanswered. After discussion the committee decided to remove Honna from the committee.
- Discussion of new committee members: The CHPCA has received letters of interest from Sharron Spicer and Dawn Davies. The committee reviewed the letters of interest and résumés and after discussion agreed that both persons should be invited to join the committee.
- The committee's Terms of Reference indicate that the maximum number of committee members is 8.

Motion #1

Moved by Filomena Nalewajek and seconded by Roberta Wraith

“That the Terms of Reference be amended to indicate a maximum committee size of 10 persons.”

CARRIED

Greg will make the necessary changes to the Terms of Reference and resend them to the committee members.

Motion #2

Moved by Filomena Nalewajek and Seconded by Mike Harlos

“That the CNPCC invite Sharon Spicer and Dawn Davies to sit as members of the CNPCC Executive Committee.”

CARRIED

Greg will follow-up with this action item.

4.5. Project Funding Update – Greg

Greg gave an update on the new project funding from the Ronald McDonald House Charities of Canada. The project will allow us to print and disseminate the Pediatric Norms and will also allow us to translate the new Quebec pediatric standards into English and print and disseminate them throughout Canada. CHPCA will be coordinating this project and will include the CNPCC in regular updates and will consult with the executive when appropriate.

4.6. Contact list for Executive Committee Members

The committee contact list was distributed. Committee members were asked to note any changes by sending an e-mail to Greg.

4.7. Canadian Strategy for Cancer Control (CSCC BC/Y HPEOL) Minimum Data Set Project – Fil

Canuck place has been approached to participate in this project. The project has developed a draft core data survey template and is looking for provincial and national focus groups to provide input into the minimum data set. CNPCC has been approached to take part in this project. The committee discussed this and agreed to participate as a focus group. Fil will coordinate the teleconference (for some time in September) and will send the information out to committee members.

5. Working Groups Update

5.1. Research Update – Kim

No update at this time

5.2. Pediatric Survey Update – Kim and Fil

Kim and Fil reported that this work is still in progress.

5.3. Education Update – Maria

Maria reported on a project to develop a pediatric component to the EPEC curriculum. She will provide more information as it is available.

5.4 Standards Update - Greg
Discussed previously during this teleconference

6. Action List Review

6.1. Review of Ongoing Items – reviewed the ongoing items

7. Other Business

7.1. Committee Minutes: Greg will send Mike the minutes since September 2006 so they can be posted on the web site.

7.2. Kim announced that she would like to step down as coordinator of the research working group. The Executive will need to find someone else who would like to fill this role.

8. Next teleconference Date and Time?

Next Meeting is Tentative for Wednesday, August 1st at 1:00 pm (Eastern). If it is not necessary it will be postponed until early September.

9. Adjournment