

Take Heart Alaska Steering Committee Meeting Minutes

DATE: October 15th 2008

LOCATION: Teleconference

Members present: Nancy Knapp, Martha Pearson, Suzanne Sands, Diana Redwood, Cathy Dunham (for Sandra Carroll-Cobb), Sarah Paddock, Lee Peterson, Russ Stevens, Tami Bell

ITEM	DISCUSSION	ACTION/FOLLOW-UP/ASSIGNED TO:
1. Reflections/evaluation of Sept 29 meeting	General feedback from steering committee was that Anchorage Sept 29 meeting went well, all three objectives were accomplished	If any steering committee member wishes to comment further about the meeting, send e-mail to Lee by Nov.1
2. New steering committee members	<p>Names presented and approved by the committee for invitation to the steering committee were:</p> <p>Dr. Gary Ferguson-ANTHC director of Wellness and prevention;</p> <p>Lakota Murray-ANTHC head of health promotion and disease prevention, also working on worksite wellness projects;</p> <p>Brenda Sheldon-Director, Mat Su Medical Center. A physical therapist who heads the departments of PT, OT, speech and language pathology, industrial rehab, and cardiac rehab. Brenda has served as chair of the stroke task force's rehab subcommittee</p>	Lee will follow up with these 3 to determine if they will join the steering committee by the time of the December Health Summit meeting.
3. Appointing a chair and chair-elect	Martha Pearson was nominated and approved as chair-elect. No names were yet submitted for the chair position.	Steering committee members are to submit nominations for chair to Lee by the November meeting. (If no names are submitted, other course of action may be taken, including appointing a temporary chair or co-chairs).

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4. Status of goals and objectives of CVH plan	Lee reported that the group work on goals and objectives completed at the September 29 th face to face meeting is currently being finalized.	The finalized goals and objectives section of the CVH plan update will be sent to steering committee members within the next two weeks.
5. Possible changes ahead for THA coalition	<p>Lee asked the group to be thinking about how best to organize the Take Heart Alaska subcommittee's considering the revised structure of the CVH plan. (4 groups? Not so many committees? Different committee names?).</p> <p>Also, Lee suggested that the Steering Committee consider a change in bylaws to add one more category of membership - the Chief Clinical consultant. This new position could be filled by one MD specialist for stroke and one cardiologist. In Lee's practical experience, MD clinicians simply don't have the time for regular committee attendance and governance. The role of the two clinical consultants would be to supply clinical expert advice to the appropriate working committee chairs (i.e. stroke task force, secondary prevention, etc).</p>	Steering committee members to consider these changes and provide feedback to Lee at November meeting.
6. November meeting	A telephonic meeting will take place in November. Objectives/Process- to jointly review the completed goals and objectives of the update of the CVH plan, because by the end of the Dec meeting, the goal will be to have an established work plan for the following year (09).	Tami will send out a meeting wizard invite to establish a November meeting. Prior to the meeting, steering committee members will have reviewed the updated CVH plan goals and objectives.
7. December Health Summit Meeting-	<p>The next face-to-face meeting of the steering committee will take place some time during the Health Summit in Anchorage, which occurs from Dec 1-3, and will last approximately 2 hours. More than one time slot is available for us to reserve a 3rd floor room at the Captain Cook Hotel.</p> <p>Objectives/Process of this meeting will include: Any necessary amendments to bylaws, and final construction/approval of the 2009 work plan.</p>	<p>Tami will send out a meeting wizard invite to establish a meeting date/time during the December Health Summit.</p> <p>If a dinner time meeting is selected, Tami will check with Michelle Cassano of ADA as to whether ADA is still able to sponsor a dinner.</p>

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