

Calgary Breastfeeding Matters Group



Date: September 7, 2006

Chair: Donna Wynn, Lee Dartnel

Place: SCHC

In Attendance: Donna Wynn, Lee Dartnel, Mary Lougheed, Mary-Jane Downey, Maureen Fjeld, Jenny Schurer, Janet Stosky, Jennifer Peddlesden, Linda Rutkunas, Mary Broekhuysen, Robin Young

Time: 7:00pm

Regrets:
Guests:
Recorder: Janet Stosky

	Agenda Topic	Presenter	Discussion	Action	Action By
1.	Regrets & Review of April 29th	Lee	Minutes from April 29 th adopted	Janet Stosky move Lee seconds	
2.	New Business				

Minutes:

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	2.1 Oct/Jan Session	Registration	<ul style="list-style-type: none"> • 17 registrants to date • We will aim for 25 registrants: option to attend session will be offered to membership at large first. • Discussion: if a waiting list develops ~ 25 people we have the option of hosting a second session opportunity. 	<ul style="list-style-type: none"> • Executive will post notice at their worksites and/or send to their contacts that might be interested in attending the session. 	
		Venue/Time	<ul style="list-style-type: none"> • Venue is booked at Nhill CHC for Oct 28/06 0830-1630h. and Jan 20/07 0830-1230h. • Facilitators: reply from Linda Crawford brought by Jennifer P. She has confirmed her attendance at the two sessions and will be bringing another facilitator (likely Christine Otterston-to be confirmed). 	<ul style="list-style-type: none"> • Janet will also ensure boardroom is available for breakout session.— • Lee will confirm. 	<ul style="list-style-type: none"> • done but it is not available until after 1000a m.
		Accommodation	<ul style="list-style-type: none"> • Accommodations for Linda and second facilitator has been offered and arranged by Jennifer P. 	<ul style="list-style-type: none"> • Lee to follow up. 	
		Payment	<ul style="list-style-type: none"> • Transportation costs for facilitator to be reviewed with Linda Crawford. • Printing costs for Linda Crawford. • Payment: donation is paid to LLL. As per LLL outline- each 3-hour session is \$10.00 per participant. This is equal to \$30.00 per participant for the planned 9-hour session. • Decision to provide 1 cheque for Oct and Jan sessions in this fiscal year. 	<ul style="list-style-type: none"> • Lee to follow up. • Lee will ask Linda Crawford who to make payment to. • Maureen F motioned • Linda R seconded 	

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	2.2 Future Topics (Dr. Palmer)		<ul style="list-style-type: none"> • Mary Jane shared emailed communication from Dr. Palmer DDS. Re: his availability and interest in speaking at the breastfeeding conference in fall of 2007 in which CBMG is partnering with Calgary Health Region. He is interested in our request. See letter for details on his honorarium/travel cost etc. • Additional topics were discussed at length to facilitate a large conference, which could potentially attract a variety of disciplines. The use of concurrent sessions was discussed and well received. <ul style="list-style-type: none"> -Ethics: Kathy Oberle -Public Health and brfdg: Pat Martin -GI (ACH): Dr. Helen ? -Author of Drugs and Lactation: Shinya Ito -Allergies and breastfeeding -Obesity-Johanna Bergman -Working and Breastfeeding Mothers -Complementary Feeding -Milk banking -Tina Smilie -Supporting the Not Yet Term/Premature infant breastfeeding. • The Conference Fall 2007 will replace the Spring 2006 ed session since we are 	<ul style="list-style-type: none"> • See letter emailed by Mary Jane for additional information. • Janet will take the topic suggestions to the Calgary Health Region's regional LC committee for further discussion. • Motion: Donna W • Second: Janet 	

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3. Old Business	3.1 Treasurer's Report	Jenny S	<ul style="list-style-type: none"> • We have \$4336.43 in the bank • Additional \$12000.00 in term deposit. 		
	3.1 Revamping the CBMG Procedure manual	Terms of Reference	<ul style="list-style-type: none"> • Taskforce was developed: Jenny S. , Linda R., Lee D. to work on the manual. -electronic feedback for the "Terms of Reference" to the taskforce is required by; October 7, 2006 -task for requests that the comments and suggestions for changes be sent in list format, please do not use tracking changes/or highlights on the documents. • Website is missing from the Terms of Reference. Mary will write the section for the website • Taskforce will ensure a statement is added re: the Privacy and Protection Act. 	<ul style="list-style-type: none"> • ALL TO REVIEW THE TERMS OF REFERENCE AND PROVIDE FEEDBACK BY; October 7, 2006 • Mary 	

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	3.2 Website	Mary B	<ul style="list-style-type: none"> • Mary reported that she spent 35 hours @ \$20.00 creating our new website. Thank-you Mary for all your hard work!! It is greatly appreciated and the website is wonderful! • We are currently paying \$256.16/yr to Telus for the website including the expense of registering the domain name. Anniversary date for renewal is June 29/07. If we are happy with the site/provider we can pay for 2 years or more. We can renew the domain name for 5 years • Mary has cancelled our contract with the previous provider "The Code Shop". The "Code Shop" has responded and the file is closed. • Number of "hits" to our new site: 429. 	<ul style="list-style-type: none"> • Jenny will pay Mary • Mary will stay in touch with Telus. 	

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	Communication	Mary	<ul style="list-style-type: none"> • Requests to put something on the website needed to be presented to the chair persons and they will filter and send to Mary. • Mary will add the endorsement of BCC and ABC policy and terms to our website. • A disclaimer of endorsement to other websites links will be added. • To avoid spam: Mary has created forms for herself and the chairs. • Reminder when sending email correspondence to only use reply all if the message is pertinent to the entire group, and to change the subject heading if the initial message has moved to a different topic. 	Jennifer to redraft the letter	

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	3.3 Speaker Letter Draft	Jennifer P.	<ul style="list-style-type: none"> • Draft circulated by Jennifer P. • Decision to change honorarium to \$90.00 for 1 CERP (=60 minutes). This will be consistent with IBCLCE's guidelines in January. • Add statement re: coverage for accommodation/meals as per Health Canada's rates for Alberta. Numbers are available from the BCC website. • Add airfare/travel expense. • Add requirements for CERPS and date along with statement to "find enclosed the following forms" which will be required for CERPS approval. • Jennifer will reformat the letter ("What they do for us, What we do for them") and recirculate for feedback. 		

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	3.4 CBMG involvement with breastfeeding issues in and around Calgary	Mary B. and Jennifer P.	<ul style="list-style-type: none"> • Discussion re: options for advocacy on the website. • Discussed: <ul style="list-style-type: none"> -using a form on the website to post bouquets and issues -creating a form letter for businesses identified who supported, promoted, and protected breastfeeding. -discussed options for response for breastfeeding issues identified: posting the issue, sending a letter (group and individuals), providing next step advice. • Suggestion to start simple with a box on website. • Motion made to add an advocacy box on the website. 	<ul style="list-style-type: none"> • Jennifer and Mary will work on wording and options for the website re: advocacy in Calgary. • Motion made Robin Y. • Second: Jenny S. 	
	3.5 Next Meeting	Next meeting	Nov 6/06 at 7:00pm. Request to host on North side of city for next session	Janet will book room at Nhill CHC. Parking will be available in lot for evening meeting.	