



**Children's Hospital of Saskatchewan  
Steering Committee Meeting  
January 7, 2010**

**MEETING SUMMARY**

**Members:**

Maura Davies, President & CEO (SHR)	ex officio	Deb Rhodes , VP Finance & Admin (SHR)
Jim Rhode, Chairman (SRHA)	ex officio	Dr. Roy Chernoff, Dept. Head, Family Medicine (SHR)
		Bette Boechler, Director Maternal & Children's Sv (SHR)

Jackie Mann , VP Acute Care (SHR) **Chair**  
 Louise Greenberg, Assoc. Deputy Minister (HEO)  
 Deborah Jordan, Exec. Director Acute & Emerg (HEO)  
 Carol Gregoryk, VP Integrated Health Services (PAPHR)  
 Diane Larrivee, VP Specialty Care (RQHR)  
 Colin Tennent, Assoc. VP Facilities Management (UofS)

**Regrets:**

Brynn Boback Lane (CHFS)  
 Dr. Tom Mainprize, Dept. Head, Obs. & Gyne. (SHR)  
 Dr. Alan Casson, VP Acute Care Physician Co-lead (SHR)  
 Dr. Bill Bingham, Dept. Head, Pediatrics (SHR)

**Support:**

Kent Coleman, Health Facilities Planner (HEO)  
 Carol Seaberly, Analyst, Capital & Regional Sv (HEO)  
 Dr. Ayaz Ramji, Dept. Head, Pediatrics (PAPHR)  
 Kimberly Kratzig for Marg Moran McQuinn (HEO)  
 Craig Ayers, Director - Capital Planning (SHR)  
 Andrew Wagner, Director-Capital Const.& Project Mgt (SHR)  
 Chris Arnold, Project Lead, Planning, Policy and Performance (SHR)  
 Ken Unger, Manager, Revenue Generation (SHR)  
 James Winkel, Advisor, Corp. & Public Affairs (SHR)

**Regrets:**

Marg Moran Mcquinn, Exec. Director, CPIB (HEO)  
 Anne Neufeld, Director, Planning, Policy and Performance (SHR)  
 Kari Harvey, Exec. Director, Capital & Regional Sv (HEO)  
 Richard Moen, Director, Capital Asset Planning (HEO)  
 Grant Kook, Chairperson (CHF)  
 Dr. Hafid Essalah, Dept. Head, Pediatrics (RQHR)

Recorder: Louise Sarauer

	<b>Agenda Item</b>
1.	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>➤ Introductions occurred.</li> </ul>
2.	<p><b>Review/Approve Agenda</b></p> <ul style="list-style-type: none"> <li>➤ Agenda is approved as written.</li> </ul>
3.	<p><b>Review/Approve Summary</b></p> <ul style="list-style-type: none"> <li>➤ The minutes and attached reports and articles for reference were approved.</li> </ul> <p><b>Review/Approve Summary of Dec 3 Meeting</b></p> <ul style="list-style-type: none"> <li>➤ December meeting summary is approved to be posted on the websites.</li> </ul>
4.	<p><b>Project Manager Update</b></p> <ul style="list-style-type: none"> <li>➤ The CHS Project Manager contract is very close to being finalized.</li> </ul> <p><b>Prime Architect Update</b></p> <ul style="list-style-type: none"> <li>➤ Reference checks on the preferred proponent for Prime Architectural services are in the process.</li> </ul>
5.	<p><b>Communications Update</b></p> <ul style="list-style-type: none"> <li>➤ <b>5.1 Recent Media Activity</b> <ul style="list-style-type: none"> <li>▪ Sasquatch Magazine article was published.</li> <li>▪ Star Phoenix and other recent media activity was discussed.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>➤ <b>5.2 Communications Plan</b> <ul style="list-style-type: none"> <li>▪ Communications planning will continue to March 2010 focusing on issues addressed in polling conducted last year to engage broader audiences on the project's progress.</li> </ul> </li> <li>➤ <b>5.3 Provincial Newsletter – CHFS Identification within the newsletter</b> <ul style="list-style-type: none"> <li>▪ Work will begin on preparing a second CHS newsletter to be delivered to key audiences in Feb-March 2010.</li> <li>▪ Joint Foundations Forum discussed CHFS identity within SHR publications.</li> </ul> </li> <li>➤ <b>5.4 Communications with the University of Saskatchewan</b> <ul style="list-style-type: none"> <li>▪ SHR Communications will begin to work with the U of S to develop coordinated communications on the CHS project. It has yet to be determined who will be the point of contact for the U of S. U of S will confirm <b>(ACTION)</b></li> </ul> </li> </ul>
6.	<p><b>CHS Logo and Branding</b></p> <ul style="list-style-type: none"> <li>➤ There are no items brought forward for review at this time</li> </ul>
7.	<p><b>CHFS Update</b></p> <ul style="list-style-type: none"> <li>➤ No update for this meeting</li> </ul>
8.	<p><b>Additional Items</b></p> <ul style="list-style-type: none"> <li>➤ <b>8.1 Booking CHS Steering Committee Meetings past June 17<sup>th</sup></b> <ul style="list-style-type: none"> <li>▪ The CHS Steering Committee meetings will continue to be booked to take place every 2 weeks</li> <li>▪ Continue to keep Louise Sarauer informed as early as possible in regards to any regrets for meeting attendance so we may determine if attendance is strong enough.</li> </ul> </li> <li>➤ <b>8.2 Follow up with Joint Foundations Forum of Saskatoon</b> <ul style="list-style-type: none"> <li>▪ discussed under Communications/Newsletter</li> </ul> </li> </ul>
9.	<p><b>Key Messages from Today's Meeting</b></p> <ul style="list-style-type: none"> <li>➤ We are close to closing the Project Manager contract.</li> <li>➤ We are in process of selection for Prime Architectural services. Interviews are done and reference checks are being done on the preferred proponent.</li> <li>➤ There has been significant media activity in regards to this project and we are working through our communications plan for the next quarter.</li> <li>➤ Continue to work with the University of Saskatchewan on joint communications.</li> <li>➤ CHS Steering Committee meetings will continue to move ahead every 2 weeks as needed.</li> </ul>
10.	<p><b>Meeting Evaluation</b></p> <ul style="list-style-type: none"> <li>➤ We will continue to monitor agenda content for the January 21 meeting to determine if it will be full enough to hold this meeting or postpone it until the next booked date of February 4.</li> </ul>

**Meeting Adjourned: 5:00 pm**

**Next Meeting  
Thursday February 4th, 2010**