

# Oceanside Health and Wellness Network

## Circle of Partners Meeting Notes August 16<sup>th</sup>, 2018 - 2:30-4:30 pm

Sue Abermann (Community representative)	Cheryl Rikley (Island Health)*
Caron Byrne (Community representative)	Deanna Smith (Community representative)
Marlys Diamond (Perfect Storm Group, FORA)	Janice Tait (Community representative)
Virginia Gibberd (Arrowsmith Lodge)	Sharon Welch (Forward House, LAT)
Gerry Herkel (FORA)	Lisa Marie Barron (OHWN Coordinator)
Signy Madden (United Way)	Myra Rogers (Administrative Assistant)

### Review Minutes and Action Items

- Janice to download and save the unedited video material - Done
- Sharon, Janice and Virginia to work together to identify the clips that we want to use – Ongoing
- Cheryl to connect with VIHA regarding what they might be willing to do for us – Ongoing
- Sharon and Courtney to meet and make change to Terms of Reference, ready for approval by CoP at the August meeting – Ongoing
- Carissa to complete the OHWN Reference Binder - Done
- Sue Abermann to be the OHWN representative at the Oceanside Collaborative Services Committee; Sue will go to initial meeting, take notes and report back to the CoP - Done
- Sharon to approach Quality Bayside Inn about availability of a room - Done
- Make final arrangements for Network Meeting in August CoP meeting - Done

The Minutes were approved.

### Coordinator Report

Lisa Marie submitted her first monthly Coordinator Report to the CoP.

### First 2000 Days Presentation

Helene Dufour and Kaley Ruel from Island Health brought us their presentation on the First 2000 Days initiative. They will circulate the information to the CoP through Lisa Marie.

### Request for Membership

Evelyn Clark from the Oceanside Division of Family Practice has submitted an application to become a member of the CoP. The decision was made to accept Evelyn's application and invite her to join the CoP.

### Procedure for OHWN Advocacy

At the Network Development Action Group meeting there was discussion about how OHWN wants to move forward with positions of advocacy in the area. Lisa Marie has gathered information from other networks and created a flow chart demonstrating a process for advocacy. She also brought a paper showing a Decision Making Framework. Lisa Marie asked for CoP members to think about this process and review these documents.

#### Action:

- CoP members to review documents and discuss at next month's meeting.

### VIHA Video Status Update

Janice has downloaded the entire video and has it on a stick. Sharon, Janice and Virginia will meet during the next month and identify the clips that we want to use. We will need someone who can put it together as a finished and usable video. There may be a VIU or high school student who would like to do this as a project. Lisa Marie will explore this.

Written permissions were taken at the time; Island Health has them. We need to get these permissions from Island Health. Janice and Carissa did go through all of the video footage at the time; there were also a number of stills taken. Lisa Marie to look in Dropbox for these and for notes from Carissa.

**Actions:**

- Sharon, Janice and Virginia to meet this month and identify the clips to be used.
- Lisa Marie to look into finding out if any students are looking for this type of project
- Cheryl to connect with VIHA regarding what they might be willing to do for us (individual has been on vacation)
- Lisa Marie to look for the stills and notes from Carissa
- Signy to ask her niece if she would be willing to work on the video

**Terms of Reference**

Courtney and Sharon have not yet finalized these because of vacations; they will do it this month.

**Elections Procedures**

These were finalized and accepted by CoP.

**OHWN Reference Binder Update**

Carissa put the binder together and passed it on to Lisa Marie. Section 4 is not complete, Lisa Marie is working on this. Contracts for Coordinator and Administrative Assistant not to be included in the binder. An organisational chart could be added. Table of Contents to be dated and abbreviations to be removed. Grant agreements to be added to the binder for reference. Lisa Marie to check whether the name on our Island Health contracts is 'Island Health' or VIHA.

**Actions:**

- Lisa Marie to date Table of Contents and remove/change abbreviations
- Lisa Marie to check name on the Island Health contracts and change in Binder if necessary
- Grant agreements to be added
- Name of the binder to be changed to 'Organisational Binder'

**Oceanside Collaborative Services Committee Update**

Sue attended her first meeting on July 18<sup>th</sup>. The group meets monthly and the next meeting will be on August 28<sup>th</sup>. Sue expressed her gratitude at having the opportunity to be able to attend this Committee.

**Action:**

- Sue will bring written monthly reports to CoP. These will be sent out in advance of the monthly CoP meeting with the Agenda.

**Network Meeting**

The Network Meeting will take place on Thursday September 20<sup>th</sup>. The CoP meeting will be from 2:30pm – 4:30pm and the Network Meeting will take place from 4:30pm – 5:30pm. Sharon approached the Bayside Inn but there was nothing suitable. Instead, the venue will be the Qualicum Beach Civic Centre; Lisa Marie will send out the information to CoP. The venue is booked from 2:00pm – 6:00pm. The content of the Network Meeting will include a Powerpoint presentation, a talk from Sharon/Lisa Marie about the network, and an opportunity to socialize.

**Actions:**

- Lisa Marie will send out invitations to the Network Meeting within the next week

- Lisa Marie will circulate information to the CoP

### **PlanH Grant Proposal Update**

The PlanH Grant proposal was not submitted. The School District Superintendent did not give his permission for OHWN to go into the school system and this meant we could not proceed. However, the Breakfast Group are still enthusiastic; they met this week and may have found a new focus around preparing breakfast packs and smoothies to take into schools. Lisa Marie will be taking a more passive role with this group and allowing them to run ahead within set boundaries that have been agreed.

### **Network Evaluation**

Carissa did a good job of starting the evaluation before leaving. Lisa Marie has refined the interactive chart that was used and has drawn up a 1-page diagram. We need to decide how we will be using the information moving forward. Lisa Marie is phoning around people in the Action Groups and CoP and asking about their experiences as members of the groups in order to gather qualitative information. Lisa Marie plans to finalize the summaries of each group and then give recommendations of how to move forward.

#### **Action:**

- Lisa Marie to bring the evaluation to the next CoP meeting

### **Meeting Time**

Sharon asked if the CoP would like to extend the time of these monthly meetings to 5:00pm, since there is often insufficient time to conclude business.

#### **Action:**

- Discuss this at the next CoP meeting

**Date of next meeting** – September 20<sup>th</sup> at Qualicum Beach Civic Centre, 2:30 – 4:30pm. Network meeting follows this meeting.