

Oceanside Health and Wellness Network

Circle of Partners Meeting Notes

June 21st, 2018 - 2:30-4:30 pm

Sue Abermann (Community representative)	Esther Pace (Island Health)*
Caron Byrne (Community representative)	Cheryl Rikley (Island Health)*
Marlys Diamond (Perfect Storm Group, FORA)	Courtney Simpson (RDN)*
Virginia Gibberd (Arrowsmith Lodge)	Deanna Smith (Community representative)
Melaina Patenaude (United Way)	Janice Tait (Community representative)
Susanna Newton (SOS, OTFH)	Sharon Welch (Forward House, LAT)
Myra Rogers (Administrative Assistant)	Carissa Kazys (OHWN Interim Coordinator)

Administration

- **New Coordinator**

OHWN has hired a new Coordinator, Lisa Barron. Her contract starts on July 3rd.

- **VIHA Video Status**

We have 1 hour, 7 minutes of video without any edits. Need to have it put into video form ready to watch. All participants signed consents which VIHA has; we should get those back. We need to identify the clips that we want to use.

Actions:

- Janice to download and save the unedited video material
- Sharon, Janice and Virginia to work together to identify the clips that we want to use
- Cheryl to connect with VIHA regarding what they might be willing to do for us.

- **Terms of Reference**

Should include what a Quorum is (50% of existing CoP members).

Action:

- Sharon and Courtney to meet and make changes, ready for approval by CoP at the August meeting.

- **Elections Procedures**

Sharon and Myra to make a few changes then it is finalized.

- **OHWN Reference Binder**

Carissa has the OHWN binder containing Terms of Reference, Procedures, Policies etc. It is not yet completed. There are to be 2 copies of the binder, 1 kept by the Coordinator and the other either in the OHWN office in Qualicum Beach or with Administrative Assistant.

Action:

- Carissa to complete the Binder.

Emergent Item

Sharon received an email from Oceanside Collaborative Services Committee asking for a representative from OHWN to join the committee.

Action:

- Sue Abermann to be the OHWN representative; Sue will go to initial meeting, take notes and report back to the CoP.

Network Meeting

Network meeting to be straight after the September CoP meeting on September 20th. CoP meeting will run from 2.30 - 4.30 pm and Network meeting from 4.30 - 5.30 pm. Ideas wanted for a speaker.

Actions:

- Sharon to approach Quality Bayside Inn about availability of a room.
- Make final arrangements for Network Meeting in August CoP meeting.

Network Evaluation

Carissa and Janice have designed a flowchart to help with the Evaluation. Purpose is to evaluate how OHWN is doing as a whole. The CoP and Action Groups all need to do the evaluation process. Both the Child Wellness Action Group and the Mental Health Action Group are ready to do their evaluations for September.

PlanH Grant Proposal

Carissa is continuing to work on this. Due by July 15th.

Updates from Action Groups

- Mental Health
Still in the throes of following up from the Youth Forum.
- Child Wellness
Preparing for evaluation.
Want to do a presentation to the CoP about the First 2000 Days project.
Going to do the Grade 6 and Grade 9s survey alongside the immunisations again this fall.
- Network Development
Next meeting is on July 5th. Evaluation is a crucial focus for this group.
Request from CoP to talk about Advocacy role.

Round Table Updates

None.

Interim Coordinator Thank you

Thanks were expressed to Carissa for all her work as Interim Coordinator. Her position finishes on July 15th.

Meeting adjourned at 4.30 pm.