

# Oceanside Health and Wellness Network

## Circle of Partners Meeting Notes September 20<sup>th</sup>, 2018 - 2:30-4:00 pm at Qualicum Beach Civic Centre

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| Sue Abermann (Community representative)<br>Caron Byrne (Community representative)<br>Marlys Diamond (Perfect Storm Group, FORA)<br>Virginia Gibberd (Arrowsmith Lodge)<br>Susanna Newton (SOS, OTFH)<br>Evelyn Clark (Oceanside Division of Family Practice)<br>Esther Pace (Island Health)* | Cheryl Rikley (Island Health)*<br>Courtney Simpson (RDN)*<br>Janice Tait (Community representative)<br>Sharon Welch (Forward House, LAT)<br>Lisa Marie Barron (OHWN Coordinator)<br>Myra Rogers (Administrative Assistant) |
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### Welcome and Introductions

### Review Minutes and Action Items

- CoP members to review Advocacy Documents and discuss at next month's meeting – on Agenda
- Sharon, Janice and Virginia to meet this month and identify the video clips to be used – ongoing
- Lisa Marie to look into finding out if any students are looking for this type of project – done
- Cheryl to connect with VIHA regarding what they might be willing to do for us – not known
- Lisa Marie to look for the stills and notes from Carissa – in progress
- Signy to ask her niece if she would be willing to work on the video – done
- Lisa Marie to date Table of Contents in OHWN binder and remove/change abbreviations – done
- Lisa Marie to check name on the Island Health contracts and change in Binder if necessary – done
- Grant agreements to be added – done
- Name of the binder to be changed to 'Organisational Binder' - done
- Sue will bring written monthly reports to CoP from Collaborative Services Committee – to be sent out ahead of the monthly CoP meeting with the Agenda – ongoing
- Lisa Marie will send out invitations to the Network Meeting within the next week – done
- Lisa Marie will circulate information to the CoP – done
- Lisa Marie will bring Network Evaluation to the next CoP meeting – on Agenda
- Meeting time to be discussed at the next CoP meeting – on Agenda

The Minutes were approved.

### Coordinator Report

Lisa Marie submitted her monthly Coordinator Report to the CoP. She highlighted two things from the past month; she and Sharon gave a presentation at the RDN in Nanaimo and as a result funding has been secured for three years. There has been a lot of time invested in preparation for today's Networking Event. Lisa Marie hopes that going forward there will be less time dedicated to administration.

### Procedure for OHWN Advocacy

Sue has spent a great deal of time working on this document and brought a draft to the meeting. This document is to be a guideline; we should try using it and adjust it further as required. Title to be changed

from 'Framework' to 'Guidelines'. It is in the terms of reference that the CoP can make a decision on behalf of the entire Network.

**Action:**

- Sue and Lisa Marie will do final adjustments to the document and bring it back to the CoP for approval.

**VIHA Video Status Update**

Signy's niece is going to help with the video footage. Those working on the video – Janice, Sharon and Virginia will work with her. Project is moving forward.

**Terms of Reference – Finalize**

This is carried over to the next meeting.

**OHWN Reference Binder Update**

Lisa Marie has made the changes and updates. It will continue to be a document that will require changes over time but it is complete for the moment. Lisa Marie will keep one copy of the Binder, the second copy will be stored in the office at Qualicum Beach. Have to ensure going forward that both Binders are kept updated. The documents contained in the Binder are also available on our website.

**Oceanside Collaborative Services Committee Update**

The September meeting was cancelled. Sue will have written notes for us before each CoP meeting to circulate with the agenda. The next meeting is scheduled for October 16.

**Newsletters and ongoing ways to engage OHWN**

The Newsletter has been going out every second month. It is important that the information contained in the Newsletter is engaging, but we are currently struggling to find enough content. This indicates that we should reduce the frequency. Lisa Marie suggested that we send out a Newsletter twice a year – in Spring and Fall – and in between we could send out monthly emails with updates and announcements.

It is important that the use of Lisa Marie's 16 hours and Myra's 6 hours each week is efficient. We want to be strategic with the time spent in administration, so Lisa Marie can be doing outreach in the community, building relationships and meeting people.

Is there any value in sending regular emails? Should we be making more or better use of the website and social media?

**Action:**

- Continue this discussion at the next CoP meeting.

**Network Evaluation Update**

Lisa Marie has attended action groups, acquired lots of data, and done preliminary progress reports. We don't want her to spend months on this process. Decided that Lisa Marie should turn the information over to the Network Development Action Group who can take it and finish the evaluation, possibly passing it on to a working group convened for the process.

Lisa Marie informed CoP that there is an Evaluation being formed currently for all of the Networks on the Island. It would be helpful for our evaluation to line up and link into this other evaluation rather than not matching up at all. Our evaluation should also coincide with our Strategic Plan.

**Actions:**

- Lisa Marie to pass the work done to date on to the Network Development Action Group for them to continue
- Lisa Marie to bring information from the other Health Network coordinators

**Round Table Updates****Mental Health:**

Jason is no longer taking the chair with Sharon. The group is wanting to create a template for data collection to share with other services, so that similar information can be brought to the table from the various organizations. There is currently no base line to work with.

**Child Wellness:**

There will be a survey conducted alongside the grade 6 vaccinations again this fall. The group is looking further at the First 2000 Days project and having discussion around what that could look like. They are also talking to other groups locally and gathering more information about what they are doing.

The working group which is focused on breakfast provision in SD69 are trying to get the school administration on board. They are hoping to get one pilot breakfast program into one school.

**Network Development:**

Will be working on the network evaluation.

**Round Table Updates**

**Date of next meeting:** Thursday 18 October at Stanford Place