

# Oceanside Health and Wellness Network

Circle of Partners Minutes,  
February 21<sup>st</sup>, 2019 2:30-5:00 pm at Stanford Place

✓ Sue Abermann (Community representative)	✓ Esther Pace (Island Health)*
✓ Caron Byrne (Community representative, LAT)	✓ Courtney Simpson (RDN)*
X Marlys Diamond (Perfect Storm Group, FORA)	✓ Deanna Smith (Arrowsmith Lodge)
X Virginia Gibberd (Community representative)	X Janice Tait (Community representative)
X Gerry Herkel (FORA)	✓ Sharon Welch (Forward House)
✓ Melaina Patenaude/Signy Madden (United Way)	
✓ Susanna Newton (SOS, OTFH)	✓ Lisa Marie Barron (OHWN Coordinator)
X Evelyn Clark (Oceanside Division of Family Practice)	✓ Myra Rogers (Administrative Assistant)

## Welcome

## Review Minutes and Action Items

There were a few edits to the Minutes.

### Action Items:

- Sue to develop a policy to be included with the OHWN Terms of Reference – *On Agenda*
- Sharon to talk to the Forward House Board regarding the possibility of OHWN funds flowing through FH
- Sharon to talk to Analisa with Courtney and Lisa Marie – *meeting is arranged*
- Put discussion re RDN holding OHWN funds on February agenda – *On March Agenda*
- Sharon to email CoP members to get their input for the evaluation - *Done*
- Lisa Marie to complete a self-evaluation and send to Sharon ASAP - *Done*
- Evaluation to be done in time for feedback to the CoP at the February meeting – *Done*

## Coordinator Report

Lisa Marie submitted her monthly Coordinator's Report to the CoP. Lisa Marie has added a breakdown of hours in this report.

## OHWN Administration

### Honoraria

Sue has created a policy around Honoraria to be included with the Terms of Reference.

#### Action:

- Lisa Marie to alter the wording to reflect the conversation around this.

## Seniors Planning Table Update

The Seniors Planning Table is going ahead. The SOS are allowing us to use a space in their building. This group will meet on the 3<sup>rd</sup> Tuesday of each month from 2pm – 3:30pm, starting on March 19<sup>th</sup>. The invitations are ready to go out to the 40+ people who were involved in the initial meeting organized by the SOS. Myra will attend these meetings and take notes.

Deanna will be the Lead of this group, with Virginia's support. Sue will also participate. A priority will be to create a Terms of Reference for this group.

### **Video Update**

Virginia has been working with one of her contacts to produce these videos, with editing help from Sharon and Janice. Three videos have been made: one on Mental Health, one on Food Security and a general OHWN one. Each video is around 3 minutes long. We plan to put them on YouTube and the OHWN website. Sharon will be doing a final run through them before giving the final go-ahead to use them. Once they are finalized, Sharon will send them out to the CoP.

### **Health and Wellness Fair**

Lisa Marie has booked a table for OHWN. She will be sending out an email with details, and asking CoP members to commit to times to be at the OHWN table. This event is on March 16<sup>th</sup>.

### **Email Suggestion**

Lisa Marie wants to add to her email signatory line an acknowledgement that we are in the First Nations Territories. She would check with First Nations that it is correctly phrased.

#### **Decision:**

Lisa Marie to go ahead with this.

### **Town of Qualicum Beach Liaison**

A letter has come from the Qualicum Beach council to inform us that they are appointing Councillor Teunis Westbroek as the Town of Qualicum Beach liaison to OHWN. The intention would be for him to attend CoP meetings, observe, and gather information that he can then take back to Council. He would not be a voting member, but rather an ex-officio member.

It was felt that if Qualicum Beach is sending a liaison, we should invite the City of Parksville and the RDN to also take an ex-officio seat at the table. We can also make it known that if any Councillors would like to become CoP members in their own right, they are eligible to apply.

#### **Decision:**

To create 3 ex-officio seats at the CoP table, one each for Parksville, Qualicum Beach and RDN Director.

#### **Action:**

- Lisa Marie to write to Parksville City Council and invite them to send a Councillor as a liaison.
- Lisa Marie to contact RDN and issue the same invitation to their Directors.

### **OHWN Office**

OHWN currently has the use of the Forward House office at Qualicum Commons. A number of boxes and other OHWN items are currently stored there. Forward House and OHWN may not be continuing to use this space, and it is likely that OHWN will need to look for a different option for storage by the end of March.

### **Evaluations**

Lisa Marie circulated the 'Strategic Plan Tracking Summary' for the Mental Health Action Group. Sharon, as the Lead of the Mental Health Action Group, walked us through the summary. One challenge that has been facing this action group was the lack of baseline data, which has made it difficult to see how we are moving forward. In the past few months this action group has grown with a number of new members. An amount of useful data has been brought to the table and will be helpful in trying to standardize data with regard to Mental Health especially in youth and young adults.

Lisa Marie recently circulated the information that was collected at the Youth Forum to a number of local service providers. She will follow up in 1-2 months with a survey to get their feedback on the information.

This Action Group seemed to start slowly, but are now seeing progress by becoming more engaged a) in the school system, b) with youth and young adults, and c) in creating a data baseline.

On this tracking summary there are 3 'completes' and the rest is ongoing, although this document is a few months out-of-date. More progress has been made since creating this progress report. It was suggested that the format of this document needs to be uniform with the document for the other groups. Also clearer information is required eg dates of forums, etc. This would make tracking easier.

### **Collective Action**

Lisa Marie gave a power point presentation around Collective Action.

CoP members around the table shared what they believe they bring to the table and also what they could bring that they don't bring already.

### **Strategic Planning Process**

Lisa Marie brought a presentation regarding the Strategic Planning Process. The intention is to ensure that:

- the Network has a shared vision,
- there is a provision of a framework for ongoing evaluation
- there is increased potential for Financial opportunities.

This is a projected plan for OHWN's strategic plan for 2019-2021.

It is broken into quarters with check points.

Lisa Marie distributed the document for CoP members to look at; there will be time in the March Agenda to have feedback from CoP.

It is about goals for the Network, not for the individual action groups.

Thanks to Kaya and Janice for their contributions to our strategic planning process.

### **Coordinator Evaluation Update**

At this point, the meeting went 'in camera', with Lisa Marie and Myra leaving.

### **Next Meeting:**

Thursday March 21<sup>st</sup> at 2:30-5:00pm.

### **For March Agenda:**

Sustainability planning

Action Group Updates

Round Table

The LAT/OHWN presentation that is being taken to Qualicum Beach, City of Parksville and RDN Directors is to be brought to the March meeting for the CoP members to see.