

Oceanside Health and Wellness Network (OHWN) Circle of Partners Meeting Notes

July 20th, 2017, Stanford Place 2:30-4:30pm

✓	Sue Abermann – CHAIR (Seniors’ Health)	✓	Melaina Patenaude (United Way)-teleconference
✓	Marlys Diamond (FORA, OHLA)	✓	Courtney Simpson (RDN)
✓	Cathy Edge (Family Physician)	R	Deanna Smith (Arrowsmith Lodge)
R	Danielle Gayton (Island Health)	✓	Renate Sutherland (SOS/OTFH)
✓	Gerry Herkel (FORA)	✓	Janice Tait (Project Lead, Forums)
✓	Brenda Kent (OHWN Regional Coordinator)	✓	Sharon Welch (Forward House/OTFH) – CHAIR
✓	Esther Pace (Island Health)	✓	Carissa Kazyss GUEST (Project Assistant, Forums)

Welcome

The chair welcomed the members and introduced Carissa Kazyss as new project assistant for the forums. Corrections on minutes: location was at Qualicum Commons; under Public Minutes, the reference is to the CoP minutes; and Sharon Welch was chair.

Review Minutes and Action Items

The chair reviewed the status of the action items from the June minutes.

ACTION: *Island Health will inquire if their communications department would be willing to present to OHWN on how to handle media.* - OPEN

ACTION: *RDN will discuss the new single chair model with Island Health to ensure that we can continue with this model under our funding agreement.* See notes below. - CLOSED

ACTION: *OHWN will continue to meet with RDN to map out the opportunities for alignment.* – OPEN

ACTION: *Brenda will approach Parksville Qualicum Community Foundation to revisit the possibility of building a relationship to support fund development with OHWN.* – Brenda met with Foundation and discovered a strong potential for partnership on grants in the future, where applicable. – CLOSED

ACTION: *Island Health will seek recommendations from the Local Action Team about representation on the Mental Health Action Team.* – OPEN

Coordinator Report

Brenda highlighted main activities from her report and shared the current financial statement for both the seed funding grant and the coordinator grant.

OHWN Forums

Project Forum Staff, Carissa and Janice, welcomed feedback about forum outcomes from the Action Teams this past month. They presented their findings and requested approvals about outcomes and timing of the Forums.

Main themes:

1. **Raising Awareness** – on health issues, network, and assets, programs services supporting community wellness.
2. **Deepening understanding** – social determinants, collective impact, etc.
3. **Acting Collectively** – build and work together, collaborate, what we can do to empower communities to take action together.

Forum 1 will be a half-day forum (Nov 7, 8 or 9) with key stakeholders, acting as a catalyst for Forum 2.

Decisions:

1. Approval to go ahead with the half-day (forum 1) and one-day (forum 2) approach.
2. Approval to move ahead with the format as proposed, in early November.

Next Steps: Janice and Carissa will attend the August CoP meeting to discuss participants, and share a more detailed plan and project budget.

Administration

Strategic approach regarding IH funding model

- RDN reported on discussion with Island Health about the health network model.

Decision: To table discussion about requesting further funding until there is a better idea of successes, outcomes and opportunities that require funding and partnerships.

Single chair/Co chair model

- CoP discussed the single chair/co chair model in light of the ‘co-convener’ reference in the funding agreement between Island Health and RDN.
- It was noted that OHWN wrote and approved Terms of Reference in March 2017 with one Chair and this has been working well for the Network so far. Not all Networks have a co-chair model, however it will be considered for OHWN in the future.

Decision: the CoP agreed to continue with the agreed-upon single-chair model for now, with an annual review of the Terms of Reference in the spring 2018.

Public Minutes Revisited

CoP re-visited the issue of making the CoP minutes publicly available on our website or by request. Members will give consideration to the public minutes from other health networks to see if their structure would work for OHWN.

ACTION: Brenda will share the publicly available minutes from other Health Networks and members will review. Final discussion at our August 21 CoP meeting.

Newsletter

- Carissa shared a draft e-newsletter. **Purpose:** to build energy around the forums, raise awareness about community issues, update about OHWN activities and partner highlights.
- A member was appointed to take care of final sign off on newsletter content.

Survey

- Carissa shared plans for a member survey. **Purpose:** to include a survey as part of membership and newsletter sign up.
- Suggestion to conduct a survey after people have signed up, by email or in-person at events, and keep the sign up simple with basic information for our database – name, organization and affiliation.

ACTION: Brenda and Carissa will take the feedback and finalize a plan for the e-newsletter and sign up, in consultation with Network Development Action Group.

Action Group Updates

Tabled

Update – Oceanside Task Force on Homelessness

Tabled

August Agenda

To be determined with Chair and coordinator.

Next Meetings

Mental Health Action Group:

Thursday Aug 3, 9-10:30am - Forward House
Thursday Sept 7, 9-10:30am – Forward House

Network Development Action Group:

Thursday July 6, 2:00-3:30pm, Oceanside Place Arena
Thursday Sept 7, 2:00-3:30pm, Oceanside Place Arena

Child Wellness Action Group:

Tuesday Aug 29, 8:30-10am, BLT
Tuesday Sept 26, 8:30-10am, BLT

Circle of Partners:

Thursday August 17th, 2:30-4:30 – Stanford Place
NOTE CHANGE Thursday Sept 21, 2:00-3:00 (FOLLOWED BY NETWORK MEETING, 3:30-4:30)

Meeting adjourned at 4:36pm