

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

September 21st, 2017, Arrowsmith Lodge 2:00-3:00pm

✓	Sue Abermann (Community Member)	✓	Signy Madden (United Way) – via teleconference
✓	Marlys Diamond (FORA, OHLA)	R	Courtney Simpson (RDN)
✓	Cathy Edge (Family Physician)	✓	Deanna Smith (Arrowsmith Lodge)
✓	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)		

Welcome

Sharon, OHWN Chair, welcomed the members and noted the shortened meeting due to the subsequent OHWN Network Meeting. She thanked Arrowsmith Lodge for their meeting room and refreshments.

Review Minutes and Action Items

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

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

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

ACTION: *Forum project team will use email to finalize the list of invitees with the CoP before September CoP meeting. Action Group leads will bring forward key stakeholders from their action groups.* Completed - CLOSED

Action: *Brenda will contact RDN about cost of website updates to determine if we can upload our minutes on a monthly basis.* – Done. Cost is minimal for a quick upload of minutes. - CLOSED

Coordinator Report

Brenda highlighted activities from her report including: supporting of Forum development; working with Action Groups to coordinate invitations, agendas and logistics for special stakeholder meetings; launching OHWN's e-newsletter and electronic membership sign up (with support from project assistant); updated the website; and presented to Qualicum Beach Town Council.

CoP Membership

The CoP discussed the vacancy on the CoP that will be left by an outgoing CoP member following this September meeting, and also discussed the request from the Oceanside Health Centre to be a member of the CoP.

After discussion and recognition that OHWN will need to develop a member recruitment/election process, the CoP was happy to invite the representative from the Oceanside Health Centre to the CoP to replace out outgoing member.

Brenda shared a draft Matrix that may help determine how to recruit members in the future.

ACTIONS:

1. Chair will contact the OHC and welcome them to join the CoP to replace the outgoing member.
2. Network Development Action Group is tasked with developing a recruitment strategy for the CoP.

Forum Planning and Updates

Janice reviewed the materials she circulated prior to the meeting about the forum – outcomes, objectives and draft agenda. She introduced the name of the forum: *Charting the Course Together*. She also circulated the invitation list asking for people to personally invite those that they know, to be coordinated through the project assistant.

Next steps – send out invitation, secure a facilitator, establish the evaluation plan, and pull together all meeting materials and logistics.

Next Meetings

Mental Health Action Group:

- Thursday October 5th CANCELLED in lieu of stakeholder meeting
- Stakeholder Meeting, October 17th 2017, 8:30-9:30am, Forward House
- Thursday November 2, 9-10:30am – Forward House
- Thursday December 7th, 9-10:30am – Forward House

Network Development Action Group:

- Thursday October 5th 2:00-3:30pm, Oceanside Place Arena
- Thursday November 2, 2:00-3:30pm, Oceanside Place Arena
- Thursday December 7th, 2:00-3:30pm, Oceanside Place Arena

Child Wellness Action Group:

- Stakeholder meeting – school food programs - Thursday October 5th 3:30-4:30pm
- Tuesday October 31, 8:30-10am, BLT
- Tuesday November 28, 8:30-10am, BLT

Circle of Partners:

- Thursday November 16th, 2:30-4:30 – Stanford Place

Meeting adjourned at 3:10pm