

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

January 18th 2018, Stanford Place, Parksville, BC 250 Craig St, Parksville

✓	Sue Abermann (Community Member)	R	Esther Pace (Island Health)
✓	Marlys Diamond (FORA, OHLA)	✓	Cheryl Rikley (OCP)
R	Danielle Gayton (Island Health)	✓	Courtney Simpson (RDN)
✓	Gerry Herkel (FORA)	✓	Deanna Smith (Arrowsmith Lodge)
✓	Brenda Kent (OHWN Regional Coordinator)	✓	Carissa Kazys (Project Assistant, Forums)
✓	Signy Madden/Melaina Patenaude (United Way)	✓	Sharon Welch (Forward House/OTFH) – CHAIR

Welcome

Chair welcomed the participants and moved to approve the minutes from November. - Approved.
Coordinator Report reviewed.

Review Minutes and Action Items

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

ACTIONS:

1. *OHWN will continue to meet with RDN to map out the opportunities for alignment.* – ONGOING
2. *Network Development Action Group is tasked with developing recruitment strategy for CoP.* – CLOSED
3. *Network Development Action Group will work on developing an application package for new CoP members.* – CLOSED
4. *Two CoP members volunteered to be CoP liaisons to support the Project Team.* - CLOSED
5. *Coordinator will share the final list of people invited to the forum.* - CLOSED
6. *The Network Development Action Group will review the strategic plan, evaluate the status and propose next steps regarding structure at the January CoP meeting.* - CLOSED
7. *OHWN will set up a meeting with Qualicum Beach Mayor to discuss the funding grant and the priorities and process of OHWN.* - CLOSED

Forum Updates and Planning

- Brenda and Carissa reviewed the status of forum planning.
- The group agreed that OHWN will commit to hosting two follow-up meetings (for the child wellness and mental health priorities) hosted by the Action Groups. A reminder that OHWN has seed funds available for hosting these meetings, if there are costs for room rentals and refreshments.
- Any questions related to the workshop can be directed to Carissa during the coordinator transition.
- We could use a photographer for the workshop – two COP members will explore approaching their photographer contacts.

OHWN Administration

Brenda circulated the Year in Review and asked for permission to post on website. - APPROVED

Health and Wellness Fair – Sharon asked if we have the capacity to do a presentation and booth. There was support to move ahead as planned, as long as we can get support for the presentation from the Forum Staff.

Action: Brenda to ask forum staff if they would manage to develop the presentation and facilitate it with a CoP member.

Funding Opportunities – Island Health is renewing their Community Health Grants this year. After discussing the pros and cons of this opportunity, the group agreed to let this opportunity pass at this time, given the coordinator transition. However, there are other grant possibilities being explored.

Office Space – Town of Qualicum Beach has offered OHWN office space in Qualicum Commons, in a shared space with the Oceanside Division of Family Practice and other community groups. The CoP members agreed to pursue this space for use by coordinator when needed.

Network Development

CoP Elections: the NetDev Action Group developed draft procedures and an application for new CoP members.

- Clarify that in absence of coordinator, applications go to Chair or delegate.
- Elections will take place each year to replace outgoing members (half of the CoP). Term is 2 years.
- Reference that interested parties can find OHWN resources on our website.
- Question regarding the role of the subcommittee and who will be vetting the applications.

ACTION:

1. Brenda will update the website with the new, formatted one-pager.
2. Brenda and Sharon will work on the procedure together and put it to a vote over email for approval.

Action Group Updates

Child Wellness

- Launched the food security survey in schools for grade 5 students
- Had a collective impact coaching session with BCHC in December. This process takes a lot of time and the Action Group needs to determine next steps.
- Presented to the School District 69 administrators in early January. Offered to work with a committee of the school district to come up with a vision.

Mental Health

- Planning a stakeholder meeting to draw from different voices about the issue and prepare us for the forum.

Coordinator Transition

The CoP acknowledged Brenda's contribution and provided her with a gift and card. In response to Brenda's resignation, the CoP held an in-camera meeting regarding the coordinator transition.

Next Meetings

Mental Health Action Group:

Thursday February 1st, 9-10:30am - Forward House (Stakeholder meeting)

Thursday March 1st, 9-10:30am - Forward House

Network Development Action Group:

Thursday February 1st, 2:00-3:30pm, Oceanside Place Arena

Thursday February 1st, 2:00-3:30 Oceanside Place Arena

Child Wellness Action Group:

Tuesday January 31, 8:30-10:00am – BLT

Tues Feb 27th, 8:30-10:00am - BLT

Circle of Partners:

Thursday Feb 15th 2018, 2:30-4:30 – Stanford Place

Thursday Mar 15th 2018, 2:30-4:30 – Stanford Place (CoP Elections)

Meeting adjourned at 5:00pm