

Oceanside Health and Wellness Network (OHWN)

Circle of Partners Meeting Notes

March 15th 2018, Stanford Place, Parksville, BC 250 Craig St, Parksville

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

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 February minutes.

ACTIONS:

Carissa will check with the Wellness Fair about booth positioning and sharing with United Way. DONE

Sharon and Carissa will re-work the Election Procedure. IN PROGRESS

Carissa will request applicants to submit their resumes. DONE

Carissa will follow up with Jennifer to find out our options for extending the meeting time. DONE

Carissa will remove registration deadline. DONE

Carissa will request RDN put Workshop on website. DONE

OHWN Administration

Health and Wellness Fair: Cheryl offered to attend the fair between 1-3pm. Sharon will arrive for 10am. Carissa will set up the booth, take it down and be at it when needed. Melaina will look into a United Way presence at our table.

CoP Interviews: We reviewed the interview process. Susanna Newton and Virginia Gibberd will be at this meeting, and Jason Harrison and Caron Byrne will attend the next CoP meeting. Analisa has agreed to 2 spots for Island Health. Courtney will remain in a voting position for RDN. The Network Development group will continue to work on elections policy. It was also clarified that this is not a competition, we will let the interviewees know the following day that they are accepted on CoP as long as they are a fit.

Qualicum Beach office space: It has been approved by the School District and the Town of Qualicum Beach that OHWN will be sharing an office space with Forward House, beginning on April 1, 2018. A light move in will happen at the beginning of the month. Forward House will bring a desk, filing cabinet. Sue has a fax / printer to offer. Cheryl will look into a book shelf. A cell phone will be used, not a land line. The Interim Coordinator will move boxes in around mid-April.

Actions:

Cheryl will look into a bookshelf.

Interview Presentations

Susanna Newton and Virginia Gibbered were interviewed and after a debrief the CoP decided to approve both members.

Actions:

Carissa will ask Virginia to connect with Deanna about organizational representation.
Carissa will inform both Virginia and Susanna they have been accepted onto CoP.

Interviews in April: Two candidates, Jason Harrison and Caron Byrne are to be interviewed in April. It was decided that we could start the meeting at 2pm to allow for the interviews and time for a full CoP meeting.

Action:

Carissa to book the room for 2pm.

Community Actions Workshop

Final Reporting: A Summary report is being sent to Island Health along with the Proceedings. It was agreed that Sharon and Courtney would be the final reviewers before sending to Island Health. A longer more detailed report will be developed for CoP and shared at the April meeting.

Overview of the Workshop: Over 80 people attended including staff and volunteers, representing 32 organizations. 20 people committed to participating in follow up meetings related to mental health and 17 related to food security. 41% said they or their organization were willing to take a leadership role and 63% said they or their organizations were willing to participate. Several ideas were sparked; action is currently being taken to organize a Youth Forum and a Universal Breakfast Program. CoP members are welcome to send feedback on the event to the Chair or Interim Coordinator.

Participation in LAT: A few members from LAT attended the OHWN Workshop and after the Workshop Sharon was invited to attend a LAT meeting. One of their projects is to disseminate a free training on brain trauma called [The Brain Story](#). It is a 19-module training that includes speakers, and the option of a certificate. LAT and OHWN may be collaborating to deliver a training forum to share pertinent aspects of the course in the Fall.

Collaboration Evaluation

The Wilder Collaboration Inventory is a survey to get a measure of how collaboration is occurring and perceived by members of an organization. This would provide CoP with a baseline for further measures. Janice was asked to look into evaluation opportunities as part of our commitment to evaluate actions taken in the context of the strategic plan. The Inventory was recommended to Janice by Kerri Klein, the facilitator at the Workshop. There was discussion about some of the questions and whether this was the right fit for CoP. In the end, it was agreed to set up a group account online and CoP members would complete it online or send hard copy responses to Carissa if needed.

Action: Carissa will distribute the link to the Wilder Survey.

Gap Analysis It was suggested the CoP conduct a survey of which groups each member is connected with currently to understand where the gaps are, where there is duplication, and what groups need to be connected with. Each CoP member is asked to make a list of the groups they sit on.

Hiring New Coordinator

A meeting was held in camera to discuss the hiring of the new coordinator.

Next Meetings

Mental Health Action Group:

Thursday April 5th, 9-10:30am - Forward House

Thursday May 3rd, 9-10:30am - Forward House

Thursday June 7th, 9-10:30am - Forward House

Network Development Action Group:

Thursday April 5th, 2:00-3:30pm, Oceanside Place Arena

Thursday May 3rd, 2:00-3:30pm, Oceanside Place Arena

Thursday June 7th, 2:00-3:30 Oceanside Place Arena

Child Wellness Action Group:

Tuesday April 24th, 8:30-10:00am – BLT

Tuesday May 29th, 8:30-10:00am - BLT

Circle of Partners:

Thursday, April 19th, 2:30-4:30 – Stanford Place

Thursday May 17th, 2:30-4:30 – Stanford Place

Thursday June 21st, 2:30-4:30 – Stanford Place