

Board Meeting Minutes
 Thursday, March 9th, 2023
 5:30 pm – 8:45 pm
 VDFP Office – 302, 45 Bastion Square

Attendees:

Board members: Ami Brosseau, Sarah Chritchley, Alexandra Dozzi (via Zoom), Melissa Duff (chair), David Harrison, Kristen Iverson, Peter Lockie, Carien Smit (via Zoom)

Regrets: Anna Mason

Staff: Catriona Park, Nicole Dehoop

Mission
Happy Doctors, Healthy Communities
Vision
Family medicine in Victoria is fulfilling, sustainable, and attractive to family physicians.
Approach
<ul style="list-style-type: none"> • Affirming the value of family doctors by amplifying their voice and experience. • Committing to being respectful, equitable, and inclusive. • Ensuring our work is member-driven in response to local concerns. • Engaging with stakeholders to effect needed change at a community <i>and</i> systems level. • Executing innovative solutions grounded in practice – <i>and</i> research-based evidence.

Open meeting

- Dr. Melissa Duff opened meeting at 6:00 pm with welcome and land acknowledgement.
- VDFP Mission, Vision, and Approach read.
- There was no Director conflict of interest were declared for this meeting.
- Check-in
- There were no additions to the agenda.

Consent agenda

- March 9th Agenda
- ED’s Report
- VDFP Project Report
- Board Meeting Evaluation Results – February 9th, 2023
- List of New Members
- Victoria CSC Minutes – January 27, 2023
- SIDFP Project Report

Discussion/feedback:

- SIDFP Projects Report → propose shorter/high level report.
- Query regarding missing SI PBH minutes. Staff to follow-up.

Action #1: Bring feedback to JEC regarding SIDFP project reports to keep at high level summary for board.

Action #2: Inquire with SIDFP regarding recent SI PBH meeting minutes.

Decision: Approval of the Consent agenda.

By consensus, approved.

Review of minutes

- The February 9th, 2023, meeting minutes were reviewed and minor edits received.

Decision: Approval of February 9th, 2023, Board meeting minutes.

By consensus, approved.

Review of action items

- Action items were reviewed.
 - #1-5 ongoing or in-progress
 - #6 – on meeting agenda
 - #7,8 – complete
 - #9 – We continue to look for Indigenous representation. Recent meeting of Indigenous Collaborative cancelled due to lack of quorum and ED will follow-up with PCN staff.

Action #3: Follow-up with PCN staff regarding VNFC.

Member feedback

- What are we hearing from our members?
 - Communications committee feedback:
 - They like the refreshed Mission, Vision, and Approach but message could be clearer and more inclusive. A suggestion would be to say “all family medicine trained physicians in their various roles”.
 - Ideas to communicate to members:
 - More communications from just the board
 - Simple, brief videos
 - We received feedback from a member about not sharing published articles in the NewsFlash. NewsFlash is already long and articles are acknowledge elsewhere. Discussed promoting the Kudos Board for this purpose.
 - Although no board member attended the February 24th Beer Banter, we received positive feedback from those who attended.

- Query from member regarding any funding for grassroots projects as previously innovation funding available. There are other places for funding but we can inquire with other divisions to see what they may be doing to support member grassroots projects. Physician Engagement/PMH funds could be set aside and criteria/guidelines would need to be established.

Action #4: Suggest published articles recognition be added to Kudos board.

Action #5: Inquire with other divisions regarding support for members' grassroots projects.

Bylaws Review Committee update

- The proposed changes were reviewed with package to be sent to voting membership.
 - Edits for document #14:
 - *Family physician actively in practice*
 - *New to family practice is different than residents and needs correction.*
 - *Commitment to an equity lens*
- Suggestions:
 - Shorten document #14 and use as executive summary as email to membership.
 - Include the more detailed explanation #13 with resolution, schedule A and B in package.
 - This may be an opportunity to do a board video explaining why proposed bylaws changes.
- The Bylaws resolution and changes will be sent electronically to the membership. Then if VDFP is overwhelmed with questions, we will do a Zoom town hall.
- All agreed there are no changes to the bylaws document (schedule A and B).

Action #6: Re-draft document #14 VDFP proposed revisions communication to be circulated ahead of next board meeting

Decision: Approval of recommended changes to bylaws -resolution, schedule A and B.

By consensus, approved.

Transitions in Care Proposal

- Briefing note and SCC project funding request for project proposal: *Improving Community Follow-up for Opioid-Using Patients in the Emergency Department* reviewed.
- EOI approved by the Board and sent to Shared Care in 2021 that supported engagement, literature review, environmental scan, and patient consults with other community agencies.

- TiC SC is recommending proposal approval by VDFP and SIDFP boards.
- Discussion/feedback:
 - Projects aligns with VDFP mission, vision, approach and meets new priorities.
 - Builds physician community.
 - Strengthens team-based care.
 - Suggestion that briefing note template should have a space to show how proposal aligns with strategic plan.
 - Risk to the organization is small.

Action #7: Adjust Briefing Note template to incorporate alignment with strategic plan.

Decision: Approval of Transitions in Care Proposal: *Improving Community Follow-up for Opioid-Using Patients in the Emergency Department.*

By consensus, approved.

Board Self-Assessment

- Briefing note and samples of board self-assessment were circulated in meeting package.
- We already do an evaluation after each board meeting but this would be more of an assessment of individual board member understanding and participation.
- A suggestion this is done once per year or twice if there are issues.
- Proposed plan to trial the board assessment in April. Staff would receive and compile results and share with Board chair to address any concerns.
- The board discussed and agreed sample #18 would be appropriate.
- All agreed online would be best. Staff will check Survey Monkey.

Action #8: Set up online board self-assessment.

Decision: Approval of Board Self-Assessment

By consensus, approved.

In-camera 7:30 pm-7:35 pm

Executive Director and Operations Coordinator left the room.

Break 7:35 pm- 7:45 pm

2023/24 priorities and budget update

- A review of the process to date, refreshed priorities and draft goals.
- Staff leads came together to determine how best to achieve the priorities and goals. The work is in progress and SMART goals to be developed.
- Discussion/feedback:
 - LFP means longitudinal family payment model and recommend changing wording (*all physicians trained in family medicine*).

- Membership should become automatic to all family physicians. They would have to opt out rather than opt in.
 - Query regarding Pathways build out. Pathways functionality will increase.
 - Next steps:
 - Budget to come to Board in April.
 - All agreed to goals and priorities presented for 2023-24.
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After Hours Call Pilot update

The Board moved this discussion to in-camera.

Participants and location for:

- We will keep same locations for the next few months.
 - Coffee talk – April 11 – Caffe Fantastico – Drs. Duff and Iverson to host.
 - Beer Banter – April 28 – Penny Farthing – Drs. Chritchley and Duff to host
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Communication with Members

Due to time, this item was deferred.

Review of action items and evaluate today's meeting.

- Action items not reviewed due to time.
- All completed board evaluation survey.

Meeting adjourned at 8:45 pm
Next Board meeting: April 13th, 2023
5:30-8:30 pm – VDFP Office