

**Board Meeting Minutes**  
Thursday, May 11, 2023  
5:30 pm – 8:30 pm  
VDFP Office – 302, 45 Bastion Square

**Attendees:**

Board members: Ami Brosseau, Alexandra Dozzi, Melissa Duff (chair), Peter Lockie, Anna Mason, Carien Smit

Regrets: Sarah Chritchley, Dave Harrison, Kristen Iverson, Nicole Dehoop

Staff: Catriona Park

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

**Open meeting**

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

**Consent agenda**

- May 11 Agenda
- ED's Report
- VDFP Project Report
- List of New Members
- Board Meeting Evaluation Results – April 13, 2023
- Victoria CSC Minutes – February 24, 2023
- SIDFP Project Report
- SI PBH Minutes – March 23, 2023

**DECISION: Approval of the Consent agenda.**

**By consensus, approved.**

## **Review of minutes**

- The April 13, 2023, meeting minutes were reviewed and there were no edits.

## **DECISION: Approval of April 13, 2023, Board meeting minutes.**

### **By consensus, approved.**

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## **Review of action items**

- Action items were reviewed.
  - Discussion/feedback:
    - #1 – on agenda – complete
    - #2 – video stats - complete
    - #3 is complete
    - #4 & 5 beer banter/invites – on agenda – complete
    - #6 – other social activities - ongoing
    - #7 remove
    - #8 – inquire with other divisions – in-progress
    - #9 – BN template alignment – in-p
    - #10 is complete
    - #11 remove
    - #12 remove
    - #13 change “by whom” to “all”
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## **Member feedback**

- Nothing to report
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## **FAAC Report**

- Both reports were well received.
  - Board members like the narrative explanation of variances and how the quarterly results are presented.
  - No questions or concerns.
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## **Victoria Hematology Service**

Feedback for Melissa to take back:

- Service is great
  - Focus on integration with Pathways as repository of workflow and resources rather than creating a new website
  - No need for after hours call
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### **Role/purpose of Joint Executive Committee (JEC)**

- Catriona spoke about the history of the JEC – started as only the 2 Divisions, in the last three years or so there has been a formal portion of the agenda for Island Health
- Discussion regarding the duplication of discussions at JEC with both VDFP and SI CSC tables
- Discussion regarding the need for a formal monthly meeting of the 2 Divisions – use informal channels instead, move to quarterly
- Discussion regarding need to streamline meetings and protect time and resources involved
- Important not to dilute the autonomy of our organization and the decision-making responsibility of our board

**DECISION** to disband JEC as it currently stands

**DECISION** to remove Kristen from PBH and ask SI rep to leave our CSC – will need follow-up at CSC re. amending the TOR

- Discussion regarding why our Board needs to see/read PBH minutes and SI project report as part of consent agenda

**DECISION** to remove these items from consent agenda

**By consensus, all decisions above approved.**

**Action #1:** Melissa and Catriona to discuss offline how to raise at JEC and CSC.

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### **Review ED Goals**

- Catriona reviewed draft goals, highlighting alignment with the refreshed vision, approach and strategies for 2023/24

**DECISION: Approval of ED Goals for 2023-24.**

**By consensus, approved.**

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**In-camera 7:15 pm**

Executive Director left the room.

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**Break 7:20 pm**

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### **PCN Space Planning update**

- Catriona provided a verbal update and described a recent visit to the new Dalmatian building downtown to look at office space
  - Developer is providing access to their architect at no cost to develop a preliminary site plan
  - Next meeting with Victoria Mayor and staff is June 7
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## Bylaws Review Update

- Peter reported the results of the vote.
  - 71 members voted – 87.32% in favor of the changes

**Action #2:** Nicole to review our policies to identify which need to change based of bylaw changes

**Action #3:** Bylaws Review task group to review re-drafted policies and bring back to board

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## Proposed Governance/Committee Structure for Physician Wellness Activities

- Discussion regarding BN circulated with agenda

**DECISION:** one committee, board contact TBD

**By consensus, approved.**

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## After Hours Call in Victoria

- Melissa and Dr. Kevin Hill met with Board Chair and CEO of Doctors of BC to outline concerns regarding the pilot
- Are expecting a response in ten days
- Discussion regarding the proposal to implement a local solution support by VDFP:
  - Concerns re. costs presented
  - Question if we can leverage the division's phone system rather than using a call centre
  - Would staff need a scheduling system?

**Action #4:** ask clinics/physicians if call is really a pain point – e.g. through PCN clinic visits

**Action #5:** look at options for resident education around how to do call effectively and efficient and meet the College requirement

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## Board Socials

- Beer Banter June 16 – Ali and Carien
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## Communication with Members

- Changes to the bylaws have been approved
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## Review of action items and evaluate today's meeting.

- Action items reviewed.
- All completed board evaluation survey.

**Meeting adjourned 8:35 pm**  
**Next Board meeting: June 8, 2023**  
**5:30-8:30 pm – VDFP Office**