



Board Meeting Minutes

June 8, 2023 6:00 pm-8:30 pm VDFP Office

Attendees (Name, Position, P/R/V)					
Dr Ami Brosseau	Director	R	Dr Sarah Chritchley	Director	V
Dr Ali Dozzi	R2 Director	P	Dr Melissa Duff	Chair	P
Dr Dave Harrison	Director	P	Dr Kristen Iverson	Director	P
Mr Peter Lockie	Treasurer	P	Dr Anna Mason	Secretary	P
Dr Carien Smit	R1 Director	P	Catriona Park	Executive Director	P
Nicole Dehoop	Operations Coordinator (minutes)	P			

P = Present R = Regrets V = Virtual

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 were declared for this meeting.
- There were no additions to the agenda.

Consent agenda

- June 8 Agenda
- ED's Report
- VDFP Project Report
- Board Meeting Evaluation Results – May 11, 2023
- New Members List
- Victoria CSC Minutes – April 28, 2023

Decision: Approval of the Consent agenda.

By consensus, approved.

Review of minutes

- The May 11, 2023, meeting minutes were reviewed and there were no edits.

Decision: Approval of May 11, 2023, Board meeting minutes.

By consensus, approved.

Review of action items

1. Action items were reviewed:
 - #1 – JEC/CSC structure – on agenda
 - #2 – identify policies needing updates due to bylaw changes – complete
 - #3 – re-drafted policies for board review – Bylaws task group meeting next week and new policy to come to board in July
 - #4 – Survey clinics/physicians regarding after-hours call – complete – PCN team will incorporate into their visits/conversations; AHCP on agenda for additional discussion.
 - #5 – Resident education for effective/efficient call – This has not started yet, plan is for fall.
 - #6 – social activities – ongoing – suggestions: lawn bowling, mini golf; nice to involve specialists → Annual BBQ and Welcome & Thank you event do include specialists as those are shared events with SIMSA.
 - #7 – briefing note template updated – complete
 - #8 – Indigenous representation for the board - ongoing

Member feedback

- We are hearing positive feedback from members about the video message and updated vision, mission, and approach. It has made a difference in how the board is viewed in the physician community.
- We are aware that some members are struggling with change and the new model. Clinics continue to close without division being aware.
- The board discussed reaching out to those members to see how the division can support them and possible video message on this topic.
- The Communications Committee is keen to share more video messages from the Board. The board is interested. Feedback to Communication Committee to scope this out further.
- The PCN Director position has been filled by Cynthia Durand-Smith. PCN Manager position will be posted.

Action #1: Take feedback and suggestions back to Communications Committee regarding creating additional video messages.

Action #2: Reach out to member who is closing their practice and to offer division support.

Nominations & Elections process

- Directors confirmed for standing for the 2023 election: Drs Chritchley, Duff, Mason.
- Dr Brosseau was absent and we will follow-up to confirm if they are standing for election.
- Dr David Harrison announced he would not be seeking re-election.
- Peter Lockie's term is complete but would consider an appointment if unable to fill the other spaces in the appointment process.
- R1 – Carien Smit will move into R2 position. R2 – Ali Dozzi's residency is completed.
- The board discussed the resident process and recommended adding to the policy that the R2 may remain on the board until the next AGM. They could then choose to stand for election.
- *Expression of Interest* will go out to members for the appointed director positions. There will be a separate call out for the elected directors.
- The usual timeline for a call for nominations to be elected to the board will happen over the summer and close mid-September. Any election would happen in October.

**Decision: Appointment of Ali Dozzi as a director until the AGM.
By consensus, approved.**

Action #3: EOI to membership for appointed director positions.

Action #4: Incorporate wording into *Succession policy* for graduating R2s to remain on the board.

In-camera 6:55-7:00 pm
Executive Director and Operations Coordinator left the room.

Break 7:00-7:05 pm

2023 AGM

- We discussed timing and format for this year's AGM.
 - Currently, there is no confirmed date, but planning for early November.
 - Suggestions/feedback:
 - Preference is to not have a Keynote speaker this year and plan for something different
 - interactive and fun; games, dancing or other
 - Proceed with the Knowledge Lounge
 - Dr Sarah Chritchley volunteered to represent the board on the AGM planning committee.
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Board representation on Committees

- Dr Dave Harrison is stepping off the following committees and new board representatives to be:
 - Long Term Care Initiative Steering Committee→ Dr Sarah Chritchley
 - Finance and Audit Committee→ Dr Anna Mason
 - Collaborative Services Committee→Dr Kristen Iverson
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Proposal for Streamlining Committees

- The board discussed the impact on JEC and CSC.
- SI PBH has tripartite chairs (Island Health, SIDFP, FNHA). Victoria CSC historically had two Island Health co-chairs and two VDFP co-chairs.
- New proposed joint structure will meet on June 16. TORs can be discussed at that meeting.
- Discussion/feedback:
 - JEC→Joint CSC new structure should meet quarterly or convene when necessary (ad hoc).
 - Ad hoc and issues based is the strong desire of the VDFP Board.
 - Victoria CSC could match structure of SI PBH and ask current Indigenous representative to participate in the new joint structure.

Action #5: Connect with SIDFP Admin to add Dr Mason to June 16 meeting and future invites.

PCN Space Planning Update

- An update was provided regarding space PCN has been looking at for AHPs. VDFP/PCN visited the space.
 - The architect for the building is creating functional drawings based on everything required for PCN/VDFP.
 - We will continue with the plan as VDFP as leaseholder.
 - A separate task group would be needed with board, PCN, and legal representation.
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Provincial After Hours Project Update

- The name has been changed to After Hours Coverage Project.
 - The concerns expressed by VDFP were heard. NPs will not be staffing the service but their patients will be able to access.
 - There are still concerns about the original pilot and steering committee. Dr Duff will respond to the email and express those concerns.
 - There is still no new information about the funding.
 - Doctors of BC is moving towards having more oversight over these initiatives.
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Summer Board Meeting Schedule

- VDFP Board will meet July 13 and no meeting in August.
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Communication with Members

- We want to continue our campaign to be inclusive to all FPs as members of the division.
 - We want members to contact the VDFP if they need support.
 - The board is seeking *Expressions of Interest* for NTP and Indigenous person for appointments to the board.
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Review of action items and meeting Evaluation

- [Action items](#) reviewed.
 - Evaluation survey completed.
 - Future agendas:
 - Project Managers to present to the board.
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Meeting Adjourned 8:20 pm
Next Board meeting: July 13, 2023
5:30-8:30 pm – VDFP Office





Action Items June 8, 2023	Who	Target Date	Status
1. Take feedback and suggestions back to Communications Committee regarding creating additional video messages.	Sarah	July	
2. Reach out to member who is closing their practice and to offer Support.	Carien	July	
3. EOI to membership for appointed director positions.	Catriona/Nicole	June	complete
4. Incorporate wording into <i>Succession policy</i> for graduating R2s to remain on the board.	Task group/Nicole	June	complete
5. Connect with SIDFP Admin to add Dr Mason to June 16 meeting and future invites.	Nicole	June	complete
Action Items May 11, 2023	Who	Target Date	Status
1. Further discussion regarding JEC and CSC structures.	Catriona/Melissa	July	Updates from June 16 meeting and June 23 CSC
2. Review re-drafted policies and bring back to the board.	Bylaws TG	July	Complete-On agenda
3. Look at options for resident education sessions around how to do call effectively and efficiently and meet the College requirement.	Catriona/Helen/R resident WG	Fall	Not initiated yet
4. Determine what other social activities can be offered to membes.	all	ongoing	
5. Continue to connect with Indigenous community for board representation.	all	2023	In-progress