



Board Meeting Minutes (final)

July 13, 2023, 6:00 pm-8:30 pm VDFP Office

Attendees (Name, Position, P/R/V)					
Dr Ami Brosseau	Director	R	Dr Sarah Chritchley	Director	P
Dr Ali Dozzi	R2 Director	V	Dr Melissa Duff	Chair	P
Dr Dave Harrison	Director	R	Dr Kristen Iverson	Director	R
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	Kristin Atwood (guest)	Care Transitions Project Manager	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.

Care Transitions update

- Kristin Atwood, Project Manager attended and provided historical background of her work and current work with VDFP.

Consent agenda

- July 13 Agenda
- ED's Report
- VDFP Project Report
- Board Meeting Evaluation Results – June 8, 2023
- New Members List
- Victoria CSC Minutes – May 26, 2023

Decision: Approval of the Consent agenda.
By consensus, approved.

Review of minutes

- The June 8, 2023, meeting minutes reviewed and there were no edits.

**Decision: Approval of June 8, 2023, Board meeting minutes.
By consensus, approved.**

Review of action items

- Action items were reviewed:
From June 8, 2023
 - #1 – board video complete – complete
 - #2 - reached out to member closing practice – complete.
 - #3 - EOI to membership for appointed directors – complete – on agenda
 - #4 - policy update to include R2s to remain on the board – complete – on agenda.
 - #5 – JEC meeting invites - complete
 - From May 11, 2023
 - #1- JEC/CSC structure – complete – on agenda
 - #2 – policy updates – complete on agenda
 - #3 – options for resident education sessions – not initiated yet→fall.
 - #4 – opportunities for social activities for members – ongoing
 - #5 – continue to connect with Indigenous community for board representative – ongoing.
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Member feedback

- We received positive feedback on the most recent board video.
 - There is a crisis in maternity.
 - A new announcement about after-hours call pilot is coming.
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Victoria PCN – office space update

- The board discussed the *Offer to Lease* for space available at the Dalmation building, 1025 Johnson Street.
- This is a first step and multiple options to exit along the way if this is not going to work out.
- Risks:
 - Without additional space PCN implementation is at risk
 - Needs to be fully staffed to have the overhead revenues to sustain the projected annual lease costs.
 - If MoH doesn't support, then we will not be able to proceed.
 - 10-year term is the minimum lease and current PCN funding doesn't extend that far
- Mitigation:
 - Enter initial phase of *Offer to Lease* to determine feasibility for the future of PCN.
 - Maximize notional funding from MoH for up-front costs to lower the monthly costs and have the financial capacity for up-front costs for a second location in the future.
 - Negotiate a minimum 9 month free-rent condition to build contingency fund.
 - Have the right to sub-lease or assign the lease.
 - Leverage collective impact of City of Victoria and Island Health
 - Relocation of VDFP office into the hub
 - Independent legal review of the *Offer to Lease*
- The board is supportive of signing the *Offer to Lease* after independent legal review.
- A non-PCN board member requested to join the workspace sub-committee. Dr Ali Dozzi agreed to join that committee.

Action #1: Obtain an independent legal review of *Offer to Lease* before signing.

**Decision: Approval for signing the *Offer to Lease* as next step with the Dalmation building.
By consensus, approved.**

In-camera 7:30-7:35 pm
Executive Director and Operations Coordinator left the room.

Break 7:35-7:45 pm

Finance report/update

- The Auditor's Report was reviewed for year ending March 31, 2023.
- VDFP is in a healthy financial position. The audit went well.
- The Statement of Financial Position, Statement of Operations, and Deferred revenue reviewed.
- KPMG didn't identify any issues with VDFP's financial procedures. VDFP has several controls in place.
- They have asked VDFP to look at our vacation carry-forward policy. We will add that carry-over will be on the calendar year and not the fiscal year.
- FAAC has reviewed the auditor's report and recommends approval of the financial statements ending March 31, 2023.

Decision: Approval of VDFP Financial Statements year ended March 31, 2023
By consensus, approved.

Bylaw Review Task Group update

- The proposed draft *Board Membership Policy* would replace the *Succession of Directors Policy*. Policy incorporates the new director appointment process.
- The Nominations and Elections policy has updated to *Elected Directors Nominations & Elections Procedures*.
- All agreed to the proposed changes.

Decision: Approval of Board membership policy and Elected Directors Nominations & Elections Procedure
By consensus, approved.

Board Appointments & Nomination Process

- Four EOIs received for director appointments.
- The Nominations Committee will review and bring back a recommendation to the September board meeting.
- Four incumbents confirmed to stand for election. All required to submit Nomination forms, Candidate Statement and C/V by the closing date.
- Nominations Committee confirmed to review the EOIs for appointments: Drs Brosseau, Chritchley, and Duff
- Nominations Committee to review Elected Directors to be confirmed at September meeting.

Action #2: Send EOIs with review criteria to Nominations Committee.

Action #3: Reminder with nomination forms to incumbents.

Decision: Drs Brosseau, Chritchley and Duff confirmed as Nominations Committee to review EOIs
By consensus, approved.

Results of Board Self-Assessment

- The board discussed the results of the Board Self-Assessment survey experience.
- Overall section results reviewed.
- Board members did not want to receive the entire summary.
- Chair will reach out individually to discuss comments.
- All agreed same time next year- March/April to complete assessment.

Maternity Care Update

- Dr Duff gave an overview of the maternity crisis.
- An urgent meeting of the joint CSCs, divisions, and SCC project manager met on July 11 to brainstorm ideas for how the division can help.
- A dine and learn suggested to encourage community FPs to consider taking on pre/post natal care.
- The division can provide sessionals to those physicians participating in the maternity meetings to figure out what can be done.

Action #4: Anna and Melissa to reach out to dine and learn planning committee to discuss a September maternity dine and learn.

Proposed Changes at VDFP and SI CSC tables

- The suggestion is to have one joint strategic planning session per year.
- Co-chairs and division leads will meet on an ad hoc basis.
- PCN Governance and CSC changes will happen between now and next spring. Also, Island Health is reorganizing.
- October 25 division learning session – Catriona and Melissa are attending the PCN session on October 24 but still space for another board member for the October 25 session. Dr Brosseau will attend.

Action #5: Register Dr Brosseau for October 25 division learning session and make travel arrangements.

Communication with Members

- VDFP is in a good financial position and no concerns from the Auditor's Report.
 - We are working with project managers to understand more about FPs in the community we work in and what they are doing.
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Review of action items and meeting Evaluation

- Action items reviewed.
 - Evaluation survey completed.
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Meeting Adjourned 8:40 pm
Next Board meeting: September 14, 2023
5:30-8:30 pm – VDFP Office