



Board Meeting Minutes (FINAL)

November 16, 2023, 6:00 pm-8:30 pm VDFP Office

Attendees (Name, Position, P/R/V)					
Dr Ami Brosseau	Director	P	Dr Sarah Chritchley	Director	P
Dr Ali Dozzi	Director	V	Dr Melissa Duff	Chair	P
Dr Brett Dueck	R1 Director	R	Dr Steve Goodchild	Director	R
Dr Kristen Iverson	Director	P	Mr Peter Lockie	Treasurer	P
Dr Margaret Manville	Director	R	Dr Anna Mason	Secretary	P
Dr Carien Smit	R2 Director	P	Catriona Park	Executive Director	P
Nicole Dehoop	Operations Coordinator (minutes)	P	Cherith Golightly (Guest 6-6:40 pm)	Pathways Administrator	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.

Pathways overview

- Cherith Golightly joined the meeting to share her background and work as the Pathways Administrator for VDFP and SIDFP.
- New features on Pathways were reviewed:
 - Icons now on homepage
 - Under resources name change to clinician tools
 - Once in the care pathway the icon will display and have direct links to documents. Documents can be then emailed directly to patients from there.
 - Specialists now called Consultants.
 - Advice→specialists can leave phone number to have FP further contact them.
 - Three dots on specialist profile→click on that for focused wait times.
 - General access now available for e.g., allied health; nurses will get full medical access.
- Board members provided feedback on functionality issues that Cherith will take back to Pathways Provincial.
- Stats for Victoria: 1438 active division users, 127 clinics, 443 specialists, 391 FPs profiled, 2000 forms and 4000 thousand resources.

- Pathways is now a separate society. They have a board. FPSC provides operational funding and Divisions pay per funded member.

Action #1: Reminder at Dine & Learn and in NewsFlash for physicians to update their Pathways profile.

Consent agenda

- November 16 Agenda
- ED Report
- VDFP Program Report
- Board Meeting Evaluation Results – October 12, 2023
- New Members List
- Victoria CSC Minutes – September 22, 2023
- VDFP 2023 draft AGM Minutes

Discussion regarding meeting evaluation:

- strive to ensure meeting time is used well
- ensure everyone's voice is heard

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

Review of minutes

- The October 12, 2023, meeting minutes were reviewed.
- ULP ends June 2024 and should indicate in the minutes the amount of extension we are asking for re: 18 months i.e., December 2025

Action #2: Edit to October 12 minutes to show ULP extension time being requested to FPSC.

**Decision: Approval of October 12, 2023, Board meeting minutes.
By consensus, approved.**

Review of action items

- Action items were reviewed:
 - #1 – prenatal/maternity one-pager for Pathways – Anna to follow-up
 - #2 – inquire with residents re: prenatal/maternity care – This has been tabled to their November meeting and an update can be provided at the December board meeting.
 - #3 – resident education – This is being addressed in their academic day in June 2024.
 - #4 – other social activities – IMP WG talking about having a dine and learn for medical students – ongoing
 - #5 – continue to connect with Indigenous community for board representation - ongoing
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Member feedback

- AHCP has lots of interest and staffed but hearing there is low call volume.
 - Everyone was happy at the AGM and positive feedback received.
 - Beer Banters are great!
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Finance & Audit Committee Report

- Peter Lockie presented the quarter two financials.
- All programs are under-budget for several reasons:
 - Change in board structure has meant less board hours than previous year.
 - Timing of project spending doesn't necessarily happen when expected.

- Less-in person meetings and events than expected.
- Less sessional time for physicians; less attended meetings.
- Vacant staff roles, staff on leave, and contractors not hired when expected.
- Fundholder projects are over-budget. The budget was determined from balances on March 31, 2023. However, additional funding received for two projects that wasn't included in the approved budget. It is expected all fundholder projects will spend the available funds by March 31, 2024.
- Query: Does the VDFP have a reserve fund in the event the division dissolves? There is no reserve fund and no ability to do this. Understanding from FPSC is they and/or government would need to give Divisions a year notice and then pay out our liabilities. Any remaining funds would go back to FPSC.

Emergency/Disaster planning

- VDFP previously decided not to do this work but there is interest in further disaster planning with Island Health. There is a small amount of funding to start these discussions but not a lot will happen before the end of the fiscal.
- A refresh of previous emergency/disaster planning documents that were developed and COVID experience will be reviewed.
- All agreed emergency/disaster planning is important.
Action #3: Catriona will follow-up with Dr Bekker and HEMBC to see what next steps are for joint emergency/disaster planning.

Decision: The VDFP Board of Directors approves joint Emergency/Disaster planning with members and Island Health.
By consensus, approved.

In-camera 7:15-7:20 pm

Executive Director and Operations Coordinator left the room.

Break 7:20-7:30 pm

Selection of Board Officers

- The board discussed whether to continue with the current chair and vice-chair structure.
- The rotating vice-chair model has worked well and easier for Executive Director to connect with one chair for planning.
- Although new board members were not in attendance, Melissa had reached out to them, and neither are interested in the chair role.
- Dr Melissa Duff put her name forward to continue as chair. There was no other interest.
- Dr Anna Mason agreed to continue as secretary.
- Peter Lockie agreed to continue as treasurer.

Decision: The VDFP Board of Directors Executive for 2023-2024 is Dr Melissa Duff, Chair, Mr Peter Lockie, Treasurer, Dr Anna Mason, Secretary with rotating vice-chair role to the various committees.
By consensus, approved.

Committee Membership

- Except for the HR Committee, the Board decided to wait until the December meeting to discuss vice-chair and board representation at all other committees.
- The HR Committee reviews the Executive Director, and a first meeting is required before the new year.
- HR Committee for 2023-24: Peter Lockie (chair), Dr Ami Brosseau, Dr Sarah Chritchley, and Dr Kristen Iverson.

PCN Governance Refresh

- A draft TORs along with an overview of VDFP/PCN submission for backbone support and to sustain PCN was circulated in the meeting package.
- The VDFP/PCN submission was submitted November 15 to MOH.
- All agreed a small working group of the board needs to be established to get current PCN SC to the proposed PCN TORs. Drs Chritchley and Iverson agreed to be on the WG and will check with the new board members for their participation.
- Further discussion once PCN Director is back as to who from existing PCN SC or other tables should be involved with the working group.

Housekeeping:

- Next meeting – December 7, 4-6 pm (office) followed by the Board and staff Holiday Dinner at Milestones.
Action #4: Send specific Beer Banter invite to residents encouraging them to attend.

Communication with Members

- Members are encouraged to keep their profiles updated on Pathways.
- VDFP is an outstanding financial position.
- Welcome to the new 2023-24 Board of Directors. New directors: Dr Brett Dueck (R1), Dr Steve Goodchild, and Dr Margaret Manville.
- VDFP Executive roles confirmed as Dr Melissa Duff, Chair, Mr Peter Lockie, Treasurer, and Dr Anna Mason, Secretary.

Review of action items and meeting Evaluation

- Action items reviewed.
- Evaluation survey completed.

Meeting Adjourned 8:30 pm
Next Board meeting: December 7, 2023
4:00-6:00 pm – VDFP Office