



## Board Meeting Minutes (FINAL)

December 7, 2023, 4:00 pm-6:00 pm VDFP Office

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

P = Present    R = Regrets    V = Virtual

### Open Meeting

- Dr. Melissa Duff opened the meeting at 4:00 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.

### Consent agenda

- December 7 Agenda
- ED Report
- VDFP Program Report
- Board Meeting Evaluation Results – November 16, 2023
- New Members List
- Victoria CSC Minutes – October 27, 2023
- October Pathways Report – Follow-up to presentation by Cherith Golightly

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

## Review of minutes

- The November 16, 2023, meeting minutes were reviewed.

**Decision: Approval of November 16, 2023, Board meeting minutes.  
By consensus, approved.**

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## Review of action items

- Action items were reviewed:
    - #1 –Reminder at Dine & Learn and in NewsFlash for physicians to update their Pathways profile - complete
    - #2 – Edit to October 12 minutes to show ULP extension time being requested to FPSC - complete
    - #3 – Follow-up with Dr Bekker and HEMBC to see what next steps are for joint emergency/disaster planning - complete
    - #4 – Send specific invite to residents encouraging them to attend Beer Banter - complete
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## Member feedback

- Question from a member if there is a possibility of RNs being part of the refreshed PCN governance structure.
  - Will be considered by the Board Sub-committee working on the transition plan
- Member expressing appreciation for receiving an RN in practice and PCN team based care in general. Has made a huge difference for their practice.
- New to practice physician asking about access to mentors.
  - Role for recently retired physicians?
  - Join ULP mentoring group?

**Action #1: ED to follow up with staff in January re. mentorship opportunities/program.**

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## Review Resident's issues with prenatal/maternity care

- Ali and Carien shared the results of the survey
  - 50% response rate
  - Results and comments not unexpected
- Residents will spend an hour at the next Resident Day (Jan. 31) talking about maternity care
- Ali and Carien will share their survey results with the residency program
- Question – is there an opportunity for the Division to help find preceptors for the MC4BC program?

**Action #2: ED to follow-up with Ali and Carien in January re. MC4BC program.**

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## Report from Human Resources Committee meeting on November 27

- In-camera with Executive Director
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**In-camera 5:15-5:20 pm**  
Executive Director left the room.

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**Break 5:20-5:30 pm**

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## Finalize Committee Membership

- Refer to chart on pages 5-6
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### **Discuss options for VDFP strategic planning process including board retreat**

- The board endorsed the Executive Director's is recommendation to extend the current Strategic Plan for another fiscal year.
- Board will discuss again in early Fall and determine the best process for developing a new Strategic Plan that would be initiated in 2025/2026.
- Board planning retreat will be scheduled for late January or early February
  - Focus on identifying areas of work for 2024/2025 under the two existing priorities
  - Sarah volunteered to help with planning retreat

**Action #3: Staff to book retreat and initiate planning.**

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### **Report from space subcommittee**

- Ministry of Health has given permission for VDFP to hold the lease for the PCN Hub.
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### **Communication with Members**

- Welcome to new board members.
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### **Review of action items and meeting Evaluation**

- Action items reviewed.
- Meeting evaluation was not completed.
- The process is useful but the current form feels like a critique of how the meeting was chaired rather than how the board is functioning.

**Action #4: Staff to revise evaluation form for February board meeting.**

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**Meeting Adjourned 6:05 pm**  
**Next Board meeting: January 11, 2024**  
**5:30 – 8:30 pm – VDFP Office**

## Board Members on VDFP Committees

Key to role on committee:

- C – VDFP Chair
- VC – VDFP Vice-chair
- T – VDFP Treasurer
- R – Board rep/liaison

Name of Committee	Current Member/Role (committee chair or co-chair)
Finance and Audit Committee (FAAC)	Melissa Duff – C Steve Goodchild – VC Peter Lockie – T
Human Resources Committee (HRC)	Ami Brosseau Sarah Chritchley – VC Kristen Iverson Peter Lockie – T
Communications Committee	Sarah Chritchley – VC Ali Dozzi – R Carlen Smit – R
Care Transitions Steering Committee	Ami Brosseau - R
Long Term Care Initiative (LTCI) Steering Committee	Margaret Manville - R
Primary Care Network (PCN) Steering Committee	<i>Will re-visit during PCN SC refresh</i>  Anna Mason – R
Resident Working Group	Ali Dozzi – R Brett Dueck – R Carlen Smit – R

Island Medical Program (IMP) Steering Committee	Sarah Chritchley – R Ali Dozzi – R Margaret Manville – R
Urban Locum Program (ULP) Oversight Committee	Ali Dozzi – R Kristen Iverson - R
Collaborative Services Committee (CSC)	Melissa Duff – C Kristen Iverson – R Anna Mason – VC  Steve Goodchild - alternate
Joint CSC (VDFP and SIDFP)	Melissa Duff – C Anna Mason – as Co-chair of CSC  Steve Goodchild - alternate
Vancouver Island (VI) Divisions Collaborative	Melissa Duff – C Steve Goodchild – VC
VI Interdivisional Strategic Council (ISC)	Melissa Duff – C Steve Goodchild – VC  Brett Dueck – to attend in person meetings if possible
Provincial Divisions Knowledge Sharing Bi Monthly Meeting	Ali Dozzi - VC Melissa Duff – C
Provincial Divisions Supporting PCNs – PCN Knowledge Exchange	Brett Dueck - VC Melissa Duff – C
Health Data Coalition (HDC) proxy	Ami Brosseau