



Board Meeting Minutes (FINAL)

January 11, 2024, 6:00 pm-8:00 pm Via Zoom

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

P = Present R = Regrets V = Virtual

Open Meeting

- Dr. Kristen Iverson chaired 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

- January 11 Agenda
- ED Report
- VDFP Program Report
- New Members List

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

Review of minutes

- The December 7, 2023, meeting minutes were reviewed with minor edit to attendance record.

Decision: Approval of December 7, 2023, Board meeting minutes.
By consensus, approved.

Review of action items

- #1 – ED follow-up re: mentorship opportunities/program – not yet started.
 - #2 – ED follow-up re: MC4BC program – in-progress
 - #3 – Board retreat scheduled - complete.
 - #4 – Revised board meeting evaluation form – in-progress
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Member feedback

- We heard of some practices that are closing and will plan for staff to reach out to inquire on the reasons and offer support from the division as required e.g., HCR connection with PCN Attachment Coordinator for patients being displaced.
- Victoria PCN is planning engagement sessions with walk-in clinics to understand their needs for team-based care.

Action #1: Staff to follow-up to inquire with members why they are closing practice e.g., planned retirement or other.

Communications Committee Update

- The board discussed recommendations brought forward from the Communications Committee to encourage inclusivity at social events.
- Discussion/feedback:
 - Coffee talks
 - Start these again when brighter out→late spring/summer.
 - move to a Thursday or Friday morning.
 - try offering virtually.
 - Beer banter
 - These are more popular but agree should change up locations, times, and have different hosts.
 - Offer theme nights.
 - New to practice
 - Parent night→offer babysitting if having a parent night.
 - Locums
 - New physicians in town
 - Specific geographic location – local pub
 - Nearing retirement physicians
 - The board discussed polling members to get their thoughts on dates/times, locations, and themes. All agreed this would be a good idea to get a better sense of what the members interests are.
 - Discussed whether this is good value for division funds. Purpose is to build connection and community and conversations that some have experienced at Beer banter has been invaluable.
 - Do a quick evaluation after these events and report out on the attendance and cost to determine if these are valuable.
- All agreed no January Beer Banter and will move ahead once poll results known.

Action #2: Survey members for future board socials – coffee, pub nights, or other.

Human Resources Committee Update

- Peter provided an update on the ED evaluation process for this year.
 - A full evaluation process with an external consultant will be completed at least every three years.
 - Vantage Point will be assisting with the modified evaluation. Feedback will be from senior staff and not stakeholders.
 - HR Committee will get a summary once complete. The Board can expect an update at the March meeting.
 - HR Committee is planning for next year and inquiring with other divisions to see what process they are doing. to get feedback from senior staff.
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Board Retreat Planning

- Board orientation
 - Overview of the organization - divisions, FPSC to understand where we fit in and steps that brought us here.
 - who works for the division and what everyone does?
- Board priorities
 - Revisit strategic priorities (not a full review of the strategic plan)
 - Figure out priorities, risks and mitigate any risks.
- Review the growth of organization.
 - How are we adapting to pressures, volume, and complexity of the work.
 - Risk management and mitigation planning
 - Revisit governance and responsibilities of the board as divisions are structured in different ways.
- While valuable to have staff attend and present, they are coming to board meetings to provide updates and not required.
- The board will still need high level input from staff to guide the budget and operational planning for the next fiscal. A written pre-circulated update from staff focusing on three things they would keep, add, or let go would help.
- All agreed some brief team building activity to start the retreat.

Action #3: Develop board retreat agenda with facilitator.

In-camera 7:00-7:05 pm

Executive Director and Operations Coordinator left the room.

Break 7:05-7:10 pm

Onboarding of new VDFP Board Directors

- The recommendation is to have a more formal onboarding process for new board members. This would include meetings with the chair and ED to cover the organization's history, introductions to committees/working groups, understanding the funding model, decision making roles, and processes for sessional payment.
- Discussion/suggestions
 - Reduce the number of meetings suggested as would be challenging to accomplish prior to first board meeting.
 - Pair new board member with a buddy/mentor to add to the reading checklist provided by division staff.
 - Videos/podcast on some topics
 - Hybrid model – videos and then some in-person
 - Provincial divisions have written guide and some webinars available on board governance.
 - Avoid creating a recording as impersonal and the purpose is the board to build our relationship.
 - Chair's duty to mentor and coach. They can do an onboarding meeting with ED prior to new board member attending first meeting.
 - Add to meeting agendas some brief orientation for new board members.
 - Some onboarding happens when recruiting board members e.g., meeting with a board member when applying to determine if they want to come on the board
 - Organizational structure will be discussed at board retreat and may be valuable to video and/or audio record that for future use.
- All agreed good ideas for the subcommittee to take away and develop content further and bring back to the board.

Action #4: Develop board orientation content for a more formal onboarding process for new directors.

Update from VPCN Space Planning Subcommittee

- The lease agreement has been signed.
- A meeting is planned with the subcommittee and Island Health Executive sponsors to work through this process.

- A working group will develop the build out and operating plan. Sheri Fielding from PCN has experience and will be leading.

Update from VDFP PCN Transition Subcommittee

- Subcommittee has met twice. There is a lot of work to do, and meetings have been extended to two hours every two weeks.
- A new chair will need to be in place come April for the new PCN Steering Committee.
- The group is working on finalizing the job description and developing a process for finding the chair.
- Looking at succession planning process and who will be on the PCN steering committee.
- There is new funding to support this work and waiting for further details from FPSC.

Communication with Members

- We want to hear from members on the value of coffee talks, beer banter or other theme ideas. A poll will be sent out soon.
- We are reviewing board governance and strategic priorities for the year at our February 25 board retreat.
- PCN is working on a new vision.
- Cohort models are continuing and excited about incorporating walk-in clinics involvement with PCN.

Review of action items and meeting Evaluation

- Action items reviewed.

Meeting Adjourned 8:00 pm
Next Board meeting: February 8, 2024
6:00-8:00 pm – VDFP Office

