



Board Meeting Minutes FINAL

March 14, 2024, 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	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	Executive Director	P
Nicole Dehoop	Operations Coordinator (minutes)	P			

P = Present R = Regrets V = Virtual

Open Meeting

- Dr. Ami Brosseau opened the meeting at 6:00 pm with a Welcome, poem shared for 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.

Staff presentation – Joan Brett, Manager, Indigenous Health & Wellness, Victoria Primary Care Network & VDFP

- Overview of Joan’s background and work with the division.
- Completed activities include: blanket exercises, Lunch & Learns with Andy Bird, Avis O’Brien, and Len Pierre, cedar rose making workshop, coordination of the Indigenous artwork for PCNs.
- Currently planning for April 17 in-person Indigenous Cultural Celebration at Songhees Wellness Centre with experiential tables of Indigenous medicines, plants, art work. Len Pierre will be presenting on Two-Eyed Seeing. Anyone related to the VPCN will receive the invitation.
- Additional offerings for participation: May 25 there will be an immersive Metis event that will feature a keynote speaker with various workshops, singing, dancing and traditional Metis food.
- The Urban Indigenous needs assessment has started and will close at the end of March. Survey is for anyone that identifies as Indigenous. There will also be a patient survey going out. Once results are compiled these will be shared.
- There are four Indigenous Wellness Providers (IWP). They are close to being part of VPCN. There is an IWP attached to the cohort model. They will also service their clients at VNFC.

- Along with the community engagement, visiting UPCCs and CHCs.
- Indigenous collaborative dissolved and is in the process of starting an Indigenous circle. This will be more community and have some of the membership that was part of the collaborative.
- For the Annual Report, the plan is to have an Indigenous Health section and share stories from board members on what truth and reconciliation means to them and their journey.
- As a division resource, Joan encouraged all to connect with her to support our work and journey.

Consent agenda

- March 14 Agenda
- ED Report
- VDFP Program Report
- New Members List
- Victoria CSC Minutes – January 26, 2024

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

Review of minutes

- The February 8, 2024, meeting minutes were reviewed and there were no edits.

Decision: Approval of February 8, 2024, Board meeting minutes.
By consensus, approved.

Review of action items

- Action items were reviewed:
- #1 – Beer banter invite – complete
- #2 – retreat agenda revised – complete
- #3 – member & staff recognition awards – deferred to April meeting
- #4 – new board director orientation – on agenda

Member feedback

- Discussed the transition coming for anyone working at the hospitals as all orders will go online and ways division could maybe support.
 - Have a poll/survey in the NewsFlash to figure out how many members will be affected by the transition
 - Align with the SIMSA and find out what they are doing to support the transition
- We heard members would like more collegial events with SIMSA. We offer the BBQ, Welcome & Thank you event, and a number of our Wellness events are in collaboration with SIMSA, SIDFP, and SPPH.
- A summary of the non-LFP survey would be good to share in the NewsFlash.
- The board requested a presentation of the survey results.
- Discussed members closing their practice and role of the division. We need to plan on reach out to see if there are other options retiring members may be considering.
- We need to ensure Helen is aware and if HCR can assist with the retiring physicians' patient panel→Encompass recruitment/retention/retirement
- Consider mentorship for those considering closing/retiring.

Action #1: Determine what support may be needed to support those working in the hospitals for the online orders coming into effect in the summer.

Action #2: Non-LFP survey presentation to the board.

Action #3: Connect with Helen to see if she is aware of physicians who are retiring and further reach out as needed to those members.

Onboarding of new VDFP Board Directors

- A briefing note was circulated with the following recommendations for onboarding new directors:
 - One, one to two hour in-person session with Chair and ED that discussion history of division, FPSC, vision/mission and strategic plan and various partner organizations.
 - Prerequisite prior to in-person session would be to watch the three FPSC governance sessions.
 - Consider board self-assessment matrix or nominations committee complete an assessment to understand leadership experience and skills
 - Process needs to be completed prior to annual board retreat
 - “Board buddy” for orientation
 - Implement a feedback loop for new Directors to provide feedback about onboarding process
- Discussion/feedback:
 - Suggestion to do as a group if multiple directors join the board.
 - “Board buddy” can be optional as may depend on their experience.
 - Do the self-assessment matrix early and offer upcoming LMDP programs with SFU and UBC
 - Gender-Based Analysis+(GBA+) and San’yas courses also should be required
- All agreed with this plan for onboarding with the addition of the GBA+ and San’yas courses.

Action #4: Send GBA+ link to new directors - <https://women-gender-equality.canada.ca/en/gender-based-analysis-plus/take-course.html>

Board Socials

- The Board reviewed the survey results.
 - 63 members completed the survey and purpose/benefits connecting with board and colleagues, discussing current topics, and feeling part of a community are achieved.
 - Beer Banters are more popular than Coffee Talks
 - Majority are not interested in themed nights
 - Potential to attract more attendees by alternating day/time and locations.
- Recommendations from the Communications Committee:
 - Focus on Beer Banters
 - Alternate Beer Banters between Thursday 7:30 pm and Friday 4:00 pm
 - Alternate locations from Oak Bay to more central venues e.g. Fernwood, Saanich, Quadra/Hillside, Oaklands
 - If no director available, have non-board physicians host.
 - Have a myths buster go out via NewsFlash
 - Provide event evaluation QR code to attendees at the events
 - Have ice-breaker questions
- Discussed whether Beer Banter name should change but for now will leave as is. Possible suggestions: Family Docs Talk Shop, Board Banter
- We will still welcome all to these events but do some targeted invites e.g. NTP, retired, hospitalists etc.
- March 21 Beer Banter will be at Christie’s from 7:30-9:30 pm.
- April 25 will be at Fernwood Inn from 7:30-9:30 pm.

Board Retreat Follow-up

- A summary from the February 25 Board Retreat and draft VDFP workplan was circulated.
 - Staff is working to refine the draft workplan and determine what additional resources are needed and if all fits within the VDFP budget.
 - ED requested the Board to review and provide any additional feedback by March 22nd.
-

Proposed Board Sub-committee

- The board reviewed the proposed three sub-committees of the Board and draft TORs for the Governance Committee
- Recommendation to keep current Finance and HR Committees as is.
- Onboarding directors and the advisory panel (representative assembly) would go under the Governance Committee as well.
- The Governance Committee would need to determine the representative assembly, how to develop and EOIs from the membership.
- Steve, Ali, and Brett expressed interest in the Governance Committee but the Board will come back to this decision at the next meeting.
- All in favor of trialing the Governance Committee on an ad hoc basis as these currently aren't in the Bylaws.

Break 7:35-7:45 pm

Executive Director and Operations Coordinator left the meeting

In Camera 7:45-8:15 pm

Update from VDFP PCN Transition Subcommittee

Notes submitted by Dr Sarah Chritchley

- Dr. Anna Mason recused herself from this portion of the meeting.
- Dr. Chritchley informed the BD that after a rigorous selection process the Sub-Committee was pleased to present the Board with our recommended candidate for consideration - Dr. Anna Mason. Dr. Chritchley reviewed her skills and qualifications that led to her selection by the Sub-Committee.
- Drs Goodchild & Iverson then reviewed in detail the rigorous process the Sub-Committee completed to make this recommendation. This included a widely circulated expression of interest document, a standard review of all applications, interview with panelists with standardized questions which included a 5 person panel including an IH representative and the PCN Director. Care was taken to ensure that all possible applicants were provided the same information, at the same time; no additional information regarding applicants or the selection process was available to board directors prior to the selection in order to ensure no advantage was conferred to those already associated with the VDFP.
- The Board was satisfied that a fair and unbiased process was followed to fill the new PCN Steering Committee Chair position and were please to endorse Dr. Mason as their candidate.
- Dr. Mason will be contacted by the Board Chair Dr. Melissa Duff. Non-selected candidates will be notified by Sub-Committee members.

Review of action items and meeting Evaluation

- No review of action items or evaluation as staff left at the break

Meeting Adjourned 8:30 pm

Next Board meeting: April 11, 2024

6:00-8:30 pm – Hotel Grand Pacific