



Board Meeting Minutes (FINAL)

May 9, 2024, 6:00 pm-8:30 pm, Hotel Grand Pacific, Cabinet Room #612

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

P = Present R = Regrets V = Virtual

Open Meeting

- Dr. Margaret Manville opened the meeting at 6:05 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.

VDFP Strategic Planning Process – Juna Cizman, Program Manager, Strategic Initiatives

- Overview of the previous strategic plan and the proposed process for the next strategic plan.
 - Design – April-May 2024 will involve environmental scan, define the scope and develop methods.
 - Engage – June-Nov 2024 will be gathering input from members, staff and then analyze that feedback.
 - Define – Dec-March 2024 will be to analyze and synthesize the findings; plan for board retreat in Jan 2025 to create the strategic plan and priorities then develop staff operational plan and align resources.
 - Implement – April 2025 onwards will be communication and implementation of the strategic plan. An evaluation framework will be created to monitor the process and outcomes.
- Design principles:
 - Engage with as many members as possible to ensure diverse views and representation.
 - Alignment with VPCN 2.0 Service planning and non-longitudinal member engagement
 - Try to make engagement exciting to foster ownership of the strategic plan.
 - Communicate early and often.

- Embed cultural safety and humility.
- Scope:
 - Overview of the Mission and Vision of the division over the years and how both have evolved.
 - The recommendation is to focus more on the Approach and specific priority areas rather than creating a new Mission and Vision.
 - Since VDFP is now a mature organization, consideration needs to be given for how long the Strategic plan should be i.e. three years or five years.
- Methods to engage:
 - Online survey→Sept 2024
 - Pop-ups at Is events→LTCl Learning Series, Dine & Learns, Beer Banter, and feedback forms at all committee meetings.
 - Feedback forms at Committee Meetings
 - Informal feedback from staff observations
 - NewsFlash poll
 - Focus groups, 1:1 visit with specific physician populations.
 - Feature at the AGM
- Next steps:
 - Identify a Board Liaison for approximately five hours per month:
 - Review survey and in-person engagement questions.
 - Champion the process to physician peers
 - Be Board connection for members.
 - Guide interpretation of the feedback
 - Provide updates to the Board as needed.
 - Drs Chritchley and Iverson expressed interest in participating in the Strategic Planning process. They and other board members can connect with Juna.
 - External facilitator will be hired for key activities and continuity.

Action #1: Board members to email Juna if interested as Board rep for Strategic Planning process.

Action #2: Circulation of Juna's final presentation to the Board.

Consent agenda.

- May 9 Agenda
- ED Report
 - Action #3: Highlight what is new in ED report.**
- New Members List
- Victoria CSC Minutes – March 22, 2024

Decision: Approval of the Consent agenda.

By consensus, approved.

Review of minutes

- The April 11, 2024, meeting minutes were reviewed, and minor edits provided.

Decision: Approval of April 11, 2024, Board meeting minutes with proposed edits.

By consensus, approved.

Review of action items

- Action items were reviewed:
 1. Update approach wording - complete
 2. Share information regarding simulation course training. - complete
 3. Determine additional VDFP representative to CSC. - complete
 4. Update SIDFP to add Dr Iverson and remove Dr Mason from JEC meeting. - complete
 5. Communications to members: results of non-lfp survey - pending

Member feedback

- Discussed what support Divisions can offer with CPOE.
 - RJH is going ahead on June 8, but VGH and Gorge Hospital are delayed until September.
 - Island Health will have UPCCs will be set up on hospital sites to take low acuity patients.
 - VDFP and SIDFP have developed a communication to members for awareness of the impact CPOE with messaging urging community physicians to reach out to their patients to call FP office first rather than visiting ER.

Finance & Audit Committee Report

- Overview of the Q4 financial results and summary of the 2023/24 results.
- The field audit will start May 21st and board will hear about the results in June.
- There is lots of funding in major projects but important to try and spend earlier so we are not continually underspent with limited time left before having to give funds back.
- VDFP is in good financial shape.

Standing and Ad-Hoc Sub-Committees of the Board

- Reviewed four sub-committees and associated duties.
- Reviewed TORs for Nominations Committee and Governance Committee
- Discussed membership of each committee.
- Discussion/feedback:
 - The bylaws already have standing committees and will leave the Finance and HR Committees as is.
 - Nominations Committee can be ad-hoc.
 - The Governance Committee sets up the rules and infrastructure for the Nominations Committee and Physician Advisory Group.
 - The Governance Committee will always need to meet to review Bylaws and policies.
- All agreed Governance Committee should have initial meeting and then TORs can be determined for both Governance and Nominations Committee.

Action #4: Set up initial meeting of Governance Committee.

Break 7:30-7:40 pm

Shared Care Expression of Interest – Coordinating Quality Improvements for Community Health Services (CHS)

- Reviewed New Shared Care EOI with the recommendation to endorse.
 - EOI stage focuses on early engagement activities.
 - Identify what work is already happening and address common concerns.
 - Hold roundtable event for members to learn more about CHS offers and input into quality improvement ideas.
 - Develop a full proposal for a funded project in 2025.
- All agreed this is an important project working with our Island Health partners and Community Health Services.

- Discussion/feedback:
 - Suggestion of a more concise aim statement
 - Funding request is for \$25K but line item in template is different. ED will Inquire with Care Transitions Director regarding discrepancy.

Action #5: Feedback to Care Transitions Director regarding EOI aim statement and inquire about funding request discrepancy.

Decision: Approval of Shared Care EOI – Coordinating Quality Improvements for CHS.

By consensus, approved.

VDFP PCN Space Planning Subcommittee update

- The Executive sponsorship group met last week and signed off on *Letter of Agreement* (LOA) which allows for funding to flow for tenant improvements.
 - The group continues to work on the other components for the space between Island Health and VDFP:
 - MOU
 - Sub-lease with Island Health so AHPs can work at the site.
 - The first draw down on funds from Island Health has been received but differed from what was agreed upon at the meeting. VDFP is working on getting a more established schedule in writing for future draw downs.
 - Project is going well and on time.
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VDFP PCN Transition Subcommittee update

- The subcommittee has not met since the last board meeting as they were able to get the membership of the new PCN SC together.
 - The first meeting of the new PCN SC met. A very positive meeting that focused on the partnership and collaboration moving forward.
 - Dr Mason and PCN Director continue to have meetings to fill the remaining seats. They met with NNPBC, and they are working on selecting a representative. A temporary NP is in place and will be putting notice out to the community of NPs.
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Communication with members

- The strategic planning process has started.
 - We are looking for opportunities to engage with members and will be reaching out soon.
 - The board works on behalf of members. We encourage you to read the minutes.
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Review of action items and meeting Evaluation

- Action items were reviewed.
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In Camera 8:10-8:20 pm

Executive Director and Operations Coordinator left the meeting.

Meeting Adjourned 8:20 pm

Next Board meeting: June 13, 2024

6:00-8:30 pm – Hotel Grand Pacific