



Board Meeting Minutes FINAL

June 13, 2024, 6:00 pm-8:30 pm, Hotel Grand Pacific, Cabinet Room #612

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	R	Dr Anna Mason	Secretary	P
Dr Carien Smit	R2 Director	P	Catriona Park	Executive Director	P
Nicole Dehoop	Operations Coordinator (minutes)	P	Ute Kranefeld (guest)	Communications Coordinator	P

P = Present R = Regrets V = Virtual

Open Meeting

- Dr. Melissa Duff opened the meeting at 6:05 pm with a Welcome, Land acknowledgement and check-in.
- VDFP Mission, Vision, and Approach was read.
- A potential Director conflict of interest was raised by Dr Goodchild as to whether or not appointed directors should be involved with the agenda item discussion on election and appointments. All agreed can discuss the process as a whole and then can recuse appointed directors for additional discussion.
- There were no additions to the agenda.

Communications presentation – Ute Kranefeld, Communications Coordinator

- Overview of Ute's background and experience in healthcare and the Division.
- Highlights of past and current work:
 - Communication Committee
 - Resource/advisor to various initiatives in the Division
 - New website→ One place for all information we share and to show our medical community.
 - Coordination across all channels→Branding guidelines for consistency and professionalism.
 - Implementing changes to communications resources
 - Management of requests that come to the division for distribution or require responses.
 - Feedback opportunities for member engagement e.g. board socials, surveys, kudo board etc.
 - Media relations
 - Doctor day treats for members.

- Impact Report which was a change from the previously detailed Annual report.
 - Strategic planning work with Juna and Kristin.
 - Key messaging is that all family physicians are welcome in the division and our activities.
 - Discussion/feedback:
 - Kudos to Ute on developing and maintaining a beautiful website.
 - Query: Do we have data on what pages members are going to? There are stats but not as detailed as the old site due to changes in Google Analytics. Overall stats are being seen rather than the by page stats and are good→more than 1000 visitors in the last few days.
 - Reminders are in NewsFlash to encourage traffic to new website.
 - Query: Is there PCN branding? A strategy coming and the hope to keep the same feel as division website.
 - Query: Is there value in VDFP being on social media? VDFP did have a page previously, but it did not see a lot of traffic. There is a lot of monitoring involved with the various platforms.
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Consent agenda

- June 13 Agenda
- ED Report
- New Members List

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

Review of minutes

- The May 9, 2024, meeting minutes were reviewed and there were minor edits to attendees and membership to ad-hoc sub-committees.

Decision: Approval of May 9, 2024, Board meeting minutes with edits.
By consensus, approved.

Review of action items

- Action items reviewed.
 - #1 – 6 complete
 - Communication to members re: non-lfp survey results is pending→to check as this may be complete.
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Member feedback

- We heard that members who have applied to RN in practice have not received communication. There may be other members and PCN can ask the question at their next meeting with MoH.
Action #1: ED to follow-up with PCN staff for them to follow-up with MoH.
 - Discussed specialist progress/consult notes to community physicians have no information on how to communicate with the specialist or Island Health i.e. Neurologist in hospital. VDFP can bring forward to CSC. Also, can bring to Care Transitions as this may fit with the specialist referral project.
Action #2: VDFP can bring to next CSC to ask if specialists in Island Health can add their contact information in progress/consult notes.
Action #3: Refer progress/consult notes from specialist to be copied to primary care physician to Care Transitions to consider in specialist referral project.
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Director Election & Appointment

- There is one director term ending. Incumbent confirmed they will stand for election again.
- There are three appointed directors whose one-year terms are ending.
- The board discussed the process for election and appointments. Election will happen first before appointment process.

- All agreed to continue with the appointment process one more year and then the board can decide if they want to change the Bylaws, terms, and policies for appointed roles.
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2024 AGM

- Board discussed the format for upcoming AGM and venues.
- Discussion/feedback:
 - Consider Songhees Wellness Centre with our usual Knowledge Lounge along with Indigenous artisans, medicinal plants etc.
 - Or usual venue at the Delta with cultural journey focus
 - Keynote speaker e.g. Len Pierre
 - Alternate years with fun activity and next year with keynote/professional topic
 - Consider childcare room
- Discussed the physician advisory group for the AGM but Governance Committee still needs to work out the details and unsure if this will be organized by the AGM.
- Drs Dozzi and Smit will be the board representatives at the AGM planning committee.

Action #4: Communications Committee to consider childcare option for AGM.

Break 7:45-7:50 pm

Strategic Planning Update

- Since May Board meeting the strategic planning board task group formed – Marg, Kristen, Sarah, and Steve with Juna as staff lead working with Kristin and Ute on the process design and engagement.
 - Planning a facilitated session with board members to review the components of the existing plan (vision, mission, priorities, approach) and give board members an opportunity to generate input and ideas to shape the strategic direction of the organization.
 - Recommendation that the session happens in the next couple of months and if one of the summer board meetings is cancelled this could turn into the strategic planning session.
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Summer Board Meetings

- July 11 meeting will proceed.
 - August 8 board meeting cancelled, and the date/time will be used as a strategic planning session.
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Beer Banters

- June 21st is confirmed for the Fernwood Inn.
- Discussed new grad beer banter and decided on two events. One mid-July and one mid-August.
 - July will be exclusively new grads.
 - August will be new grads/residents/med students and can open it up to all members.
- Discussed renaming Beer Banter to something else e.g. Doctors Lounge (MSA uses), New Club MD for new grads (DoBC uses), FP Club. Sarah will bring to Communications Committee to discuss further.

Action #5: Communications Committee to discuss and suggest ideas for renaming of Beer Banter.

- New idea of physician parent child playdates to try out in the summer i.e. meet your colleagues and their families at a park for play and chat. Sarah will bring the idea to the Communications Committee.

Action #6: Communications Committee to discuss physician parent – child playdates at parks.

VDFP PCN Space Planning Subcommittee update

- Regrouped and maintaining strong relationships with the landlord and architect.
- A path is moving forward with new additional legal advice.
- Approval from City of Victoria is imminent, and construction is proceeding.

- The end of October is the expected timeline for space to be completed.
 - Indigenous blessing held before construction started.
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Communication with members

- We have started planning for the AGM.
 - We are planning for exciting member events that will include all FPs in various stages.
 - Remember to check out our beautiful new website.
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Review of action items and meeting Evaluation

- Action items reviewed.
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In Camera 8:15 pm

Executive Director and Operations Coordinator left the meeting.

Meeting Adjourned 8:30 pm

Next Board meeting: July 11, 2024

6:00-8:30 pm – Hotel Grand Pacific

