

 **MEETING MINUTES**

**Thursday, May 9, 2013**

**6:00 pm**

**CVRD Boardroom 175 Ingram St, Duncan BC**

**Present:** Rob Hutchins- Chair, Bonnie Thomson, Denise Williams, Robin Routledge, Gerry Giles, Anita McLeod, Carol Hunt, Jan Tatlock, Cindy Lise, Jane Hope, Grant Waldman, Laura Court, Georg Stratemeyer, Joanna Nielson

**Regrets:** Sandra Goth, Cheryl Maitland, Amy Trippe-Brophy Co-Chair, Jennifer Jones, Barb Lines.

**Absent:**

**On Leave:** Linden Collette, Phil Kent, Amy Trippe Brophy, Gus Williams,

**Guest:** Analisa Blake VIHA

1. **Meeting convened at 6:00 pm**
2. **Agenda adopted by consensus with two additions that include:**
	1. Information and request from Jane Hope Alzheimer’s Association
	2. Follow up on future of Cowichan Lodge- Joanna Nielson

 This was actually on the agenda..just on flip side

1. **BC Healthy Communities Initiative – Analisa Blake VIHA**

Analisa shared a presentation outlining why the Healthy Communities Initiative is so important. At this time in society our children are likely to have shorter life expectancies than their parents. We live in a time of more chronic diseases presenting in younger and younger populations. Although Healthy Living initiatives have been ongoing for a number of years there is a shift that includes all sectors of society taking an active role in improving health outcomes including municipal governments.

The focus is on the “creation of wellness” and making health last.

How can this be accomplished?

* Through partnership development
* Sharing support and expertise
* Tools and resources
* Capacity building opportunities
* Recognition and celebration
* Policy making and community planning

We also learned more about the Healthy Communities Grant for Capacity building. Analisa’s slide show was engaging and thought provoking.

**West Coast Men’s Resource Centre** – Grant Waldman

Grant shared some of the cultural beliefs and societal norms that impact men and their reluctance in seeking support in times of need. The men’s resource centre is working to raise the awareness that they are a service that can support men and break down barriers. Grant shared how other countries have significantly improved support for men and promotes Men’s Health Week. Grant was encouraged to contact local Government to see if they would support such a concept in the Cowichan Region. Grant is hosting a special event at Duncan City Square on Father’s Day and will contact local government to see if they would endorse this concept.

1. **Minutes of CCHN Minutes of April 11, 2013 were** adopted by consensus after being amended on page 1 to include Joanna Nielson had sent regrets.
2. **Business Arising from the minutes**
	1. None reported
3. **Correspondence**
	1. Two thank you cards were circulated- one from Ladysmith Family and Friends for the small grant and one from Cindy for the flowers and well wishes during her medical leave
4. **Reports of Committees**
	1. **Admin Committee** - Gerry reported that the admin committee minutes are for all CCHN members to review. All matters discussed at the admin committee come to the Network.
	2. **Revised Spotlight Speaker and Delegation Policy**- Following the April CCHN meeting it was determined that the wording for the policy could use some revision. The new revised wording in the policy was presented and approved by consensus.
	3. **Granting Committee** - the process was reported on by Gerry Giles while Denise Williams and, Anita McLeod left the room due to potential conflicts regarding one or more of the grant items.

Moved/Second that the CCHN endorse the funding of the following small grants projects based on the recommendations and review of all applications made by the granting committee.

* Harold Joe Productions- Stolen Hearts Video Project $2,000.00
* Cairnsmore Neighbourhood Working Group Project $2,000.00
* Ladysmith Active Team Challenge $2,000.00

Total Amount of Granting Allocation $6,000.00

 **MOTION CARRIED**

Further discussion followed that outlined that that this was the first time that the CCHN has provided community grants and that there is only $550.00 remaining from the 2013 budget allocation. Cindy will include that the response was great and that the 2013 funds have been depleted in her press release and on the website. The recipients of the 2013 grants will be asked to share the results from their projects with the network as well as provide a final report. It was recommended that future grants be distributed in two sessions- one in January and one in September. If any further grant requests are received in 2013 they will be reviewed and further discussions regarding their investment will be brought to the CCHN.

**Cindy to include thank you for applications and those funds for 2013 has been depleted in the press release and on the website. She will also outline all of the great projects on the website.**

* 1. **Membership –** New members welcomed to the CCHN are Georg Stratemeyer from Volunteer Cowichan, Laura Court from Success By 6 and Michelle Staples from Social Planning Cowichan.

Laura reported that she is still awaiting full confirmation from her Council but will remain attending unless she hears otherwise. Michelle will likely be the representative from Social Planning Cowichan but this is also to be confirmed. Discussion followed regarding clarification as to whether all new members were to attend for three months prior to becoming full member. It was clarified that if the CCHN invites members to ensure a sector or region is represented at the table that there is no three month attendance requirement but if an individual requests membership on the CCHN that they would **be required to complete the three month attendance requirement**

 **8:00 pm Michelle Staples and Bonnie Thompson leave**

* 1. **Asset Mapping/Data Collection** – Cindy reported that the Asset Mapping Committee has met and discussed contracting with Social Planning Cowichan for the Asset Mapping and Research Project. CCHN Asset Mapping Committee will contact the Chair and Co Chair of SPC as well as Candace Spilsbury board chair to begin contract planning.

**Cindy to set up meeting with SPC chairs and Candace Spilsbury**

* 1. **Communications Committee** During this discussion Joanna Nielson excused herself from the room due to conflict. Rob reported that the CCHN undertook a select RFP and sent out packages to eight regional communications specialists. As of the closing date we had only received two submissions. The Taiji group who did not respond due to work load forwarded our RFP to a ninth communication contractor. The first proposal did not meet the requirements of the CCHN and the second submitted a comprehensive proposal.

**Recommendation-** That the CCHN provide up to $25,300.00 (+GST) for the hiring of Outsidein Communications subject to reference checks and subject to defining the scope of the work.

**MOTION CARRIED**

Discussion included ensuring that there is adequate funding to allow for staff time to support the roll out of the strategy. Discussion also included being sure that the contractor was clear that the graphics, branding and key messages are the CCHN priority. When the budget was set up for the consultants it was not clear on the amount required and a best guess was made. Now that the contractor fees are presented the transfer of budget from 2014 will be required as the main portion of the work will be done in 2013.

**Recommendation:** To amend the 2013 CCHN budget by bringing forward $25,000.00 from the 2014 budget adding it to line item 2330 consultation fees.

**MOTION CARRIED**

1. **CCHN Liaisons**
	1. **Collaborative Services Committee** – A new funding package for attachment was announced under the new GP for Me initiative. This will help assist family physicians who work in the hospital. The CDH is one of the few hospitals where local GP’s see patients. This service is in a fragile state and could be lost. The new funding may assist the CDH in keeping its doctors.
	2. **Hul'qumi'num Health Hub** – The HHH is in the process of planning an interactive session to view the new Cultural Safety Video with the Division of Family Practice and the CCHN members who are interested in attending. The session is comprehensive and includes in depth discussion and the viewing of the video. The session will be approximately 3 hours. Cindy will advise when the date, time and location has been set.
	3. **Cowichan Valley Division of Family Practice** – no report
	4. **Lake Cowichan Family Physicians** – Lake Cowichan has received news that due to unforeseen circumstances both physicians for Lake Cowichan are no longer going to be providing services. The original physician is moving his practice to Duncan and the second physician could not take on the work alone so also pulled out. The Choose Cowichan Lake Committee continues to forge forward in finding GP’s for their community. Cindy also met with the committee and provided more information on the benefits of creating a Lake Cowichan Health Advisory Committee. The committee will carry on more conversations at the next meeting and are exploring the possibility of applying for the Healthy Communities Grant to aid them in doing so.
2. **New Business**
	1. Jane Hope happily announced that the provincial government has provided Alzheimers BC with 2 million dollars in funding. Also Jane is looking for volunteer facilitators as well as a part time employee to carry out support groups and the Minds in Motion Program
	2. Joanna provided an update from Cowichan Lodge reporting that there are 15 young residents and 13 seniors at this time. Positive feedback from families report that some families are doing better now than they have for years. Joanna also requested that a letter be sent to VIHA reminding them that the disbanded Cowichan Lodge Committee would like to be involved in conversations regarding the two empty wings that have yet to be renovated.

Cindy , with input from Joanna to send a letter to VIHA expressing a request for a committee for Cowichan Lodge be initiated to continue the work of the original committee.

* 1. Jan Tatlock to present update of the plan for the further development of B and D wings at Cowichan Lodge

Cindy in consultation with Joanna to send letter to VIHA

1. **CLOSED SESSION-** Admin Committee Recommendation to CCHN moved By Gerry Second by Carol

**That the current CCHN Facilitator Cindy Lise be offered a two year contract starting May 1, 2013.**

**MOTION CARRIED**

Gerry Moved Arise and Report- Second Jane

1. **Meeting adjourned at 8:40 pm**

Minutes taken by Cindy Lise