**Strategic Objective:** Working Plan for 2019/20

**Metrics:**

**Chair (s):Pat Delf, Shannon Noel –Vice Chair**

**Note Taker:**

**Attendees: Pat Delf, Nicole Hachez, Jennifer Anderson, Shannon Noel, Carly Cox**

**Regrets: Trish Herrick**

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| **AGENDA** | | | | | | | | **MEETING NOTES** | | | |
| **#** | **Time (X)** | **Presenter** | **Item & Purpose (Y)** | **Expected Outcome (Z)** | | | | **Action Log/Results** | **Responsible Person** | **Target Date** | **Who Needs To Know?** |
|  |  |  |  | **Information** | **Feedback** | **Decision** | **Detail** |  |  |  |  |
|  |  |  | Call to order, recognize that meeting participants are welcome to stand and stretch during the meeting, approve agenda & status update of outstanding actions. |  | X | X | Different Agenda format for next meeting. |  |  |  |  |
| 1 |  |  | Mentorship |  |  |  | Jill will take the lead on mentorship program.  Carly to send Jill a note regarding expectations of mentor/mentee. | Mtg Aug 30 – Mentorship Notes   1. Carly – will do template to script the duties of mentor/mentee to manage expectations. 2. Jill wlll introduce mentors to mentees to make sure it happens. 3. Design a survey for next fall. Carly 4. Quarterly check in by Jill with mentor/mentee. 5. Jill will do updates for Pat to relay to board. 6. Add option of mentoring to we site – so basically add to registration. 7. Carly will send out updates if mentorship requested when registering. 8. Membership e-blast – interview a mentor and mentee and what they got out of their relationship. 9. Pat ask Jamie to mentor form for Lexie. 10. E-blast to reach out to more people.   Jill is already reaching out to more province specific mentors. | Pat Delf & Jill Marcella |  | Membership Committee, notes for Executive commttee |
| 2 |  |  | Group Membership – see attached guidelines | Currently 4 group memberships |  |  | Confirmed that Pilot will continue for an additional year. Review and circulate to committee the current guidelines.  Things to consider: Same email address, confirmation of employers.  Up to 20. Proof that they are under one health authority.  Pat to reply to Caitlyn’s email regarding group membership. | Review process.  Additional targets for group membership?  Send out current guidelines to review and set up new guidelines for next year. ? Hospitals, etc. review requests from this year and decide what would or would not work. Consider impact of more groups on revenue and number of members, include group membership in renewal letters. | ALL |  | Agenda item for Executive Meeting after discussion on Sep 11. |
| 3 |  |  | Confirm date for monthly meeting | . |  |  |  | Sep 11th, monthly | Second Wednesday in the month. Carly to send out invitations. |  | Membership Committee |
| 4 |  |  | Data Base of Members- housed on line, consider exit surveys, member features project for Audra and Pat | On website. |  |  | Carly will draft exit survey to send to executive for approval.  EXIT SURVEY:  Carly to extend questions to have “clickable” answers, design and send to committee for approval. | Review attached exit survey.  Present to Executive Committee on September 19th. | Jennifer will draft questions for survey, Carly actual design , Shannon Noel to email executive, to give Jennifer’s email for replies. |  | Membership Committee, |
| 5. |  |  | E-Blasts and news items |  |  |  | Features of our Membership:  Mentee/Mentor | Need a December membership eblast. |  |  |  |
| 6. |  |  | Renewal Letters | Need to be sent in October. |  |  | Renewal Notice will be sent out October 1st to all 2019 members.  DRAFT letter approved pending below additions:  Add more information:  Entire group is employed by the same employee.  Carly to update Benchmark Survey.  Confirm with Sarah that $50 gift card is applicable. | Carly will draft and circulate so we can review on Sep 11th. Include group membership information and promote to members that they can contact us for eligibility for their organization to be reviewed on an individual basis perhaps. | Pat will review with Jamie, the group option. All members to review. Remember to share ideas on how important membership is to your work. |  | Executive committte |
| 7. |  |  | Next month – review transferring membership, should we or shouldn’t we, membership committee to discuss and make a recommendation to executive committee. |  |  |  | Did company or individual pay for membership?  Unable to refund a membership if paid personally.  Membership committee recommends that there is a revised membership policy to allow for Membership transfer mid-membership year, subject to a $25 fee. | Draft a standardized response for Carly to be able to respond to requests. Draft today for review on Sep 19th. |  |  | Membership Committee, Executive Committee |
| 8 |  |  | Re-Cap Action Items/Results from current meeting. | X |  |  |  | Send Minutes for review. |  |  | Membership Committee, |

**Distribution List:**

**Appendix:**

The Hospital is committed to ensuring decisions and practices are ethically responsible and align with our Vision, Mission, and Values.

Leaders should consider decisions from an ethics perspective including their implications on patients, staff and the community.

The following questions should be considered for each decision:

1. Does the course of action put ‘**Patients First’** by responding respectfully to needs, values, & expectations of our patients, families, and communities?
2. Does the course of action demonstrate ‘**Accountability**’ by advancing a quality patient experience that is socially and fiscally accountable?
3. Does the course of action demonstrate ‘**Respect**’ by honouring the uniqueness of each individual and his/her culture?
4. Does the course of action demonstrate ‘**Excellence**’ by fostering an environment of innovation and learning to advance a quality patient experience?

For more detailed questions to use on difficult decisions, please refer to the Hospital’s Framework for Ethical Decision Making