

## August 15, 2011 Conference call

### Notes

- I. July 18<sup>th</sup> meeting notes: Acceptance of July 18<sup>th</sup> meeting notes.
  - a. Approved agenda
  - b. Approved meeting notes
- II. Action item follow up: Update on the status of the action items from our last meeting. Items include:
  - a. Letter to the current CIHC Steering Committee
    - i. Follow up calls done by Lesley, John and Rita. All agree to go forward with this. The goal is not ask for permission but rather to seek input.

Action: Alix to assign people, geographical, personal connections.

- b. Changes to bylaws (see item III)
          - i. Follow up and will be sent. We'll do a follow up upon receipt of the revised bylaws.
        - c. Board composition ideas (see item IV)
        - d. NaHSSA update. Working with attorney to reinstate status. Upon completion we'll draft an MOU with NaHSSA that can serve as a template for future strategic alliances. Plan on drafting this when Rita visits us for a face to face.
        - e. Feasibility Study: Drafted agenda. Follow up call to occur this week between Rita, Andrea and Alix to assign tasks.
- III. Bylaws changes: Tabled pending revised bylaws.
- IV. Board composition:
  - a. We will hold off on this until we have more information from the Feasibility Study. The FS will help to clarify a bit who is out there and who else we want based on the business model. We're looking to change who we are and need a broader range of people at the table from the study.
- V. Association vs. Institute: In the initial paperwork for incorporation we have listed ourselves the CIHC as an Association. Is this appropriate or is the CIHC moving towards being an Institute?
  - a. Decision is to be an Association for now. The Association down the road can create an Institute as part of its service deliverability.
- VI. Length of service for Rita as Chair: Provide some clarity and parameters for length of service.
  - a. 2 years with the option for a second terms or third year depending on workload, willingness, level of fatigue. Ultimately this will be linked to the eventual terms of office as set out in the bylaws.
- VII. Quality Worklife Quality HealthCare Collaborative (QWQHC) Summit, March 2012: Opportunity exists for the CIHC to be present and participate with our QWQHC colleagues in their annual summit to be held in Vancouver next March.

- a. Have agreed to proceed with caution based on the strategic pitfalls articulated on the call.
- b. Agreement that John should be on the planning committee.

Action: Andrea to send out list of who is on the planning committee. Alix and Andrea to work with John to ensure he sits on the planning committee.

#### VIII. CAB III: Who is going? General strategy

- a. All Directors will attend for full session. Andrea and Sean also attending

Action: Juliet to ensure bookings and registrations are complete.

#### IX. Service offering for CAB III: A potential resource development opportunity has come up for the CIHC at CAB

- a. Ideas/thoughts/go forward
  - i. Agreement that it makes sense to ask for a small fee (100.00) to do this. It's part of the advantage in having the CIHC around and that we can bring this service offering to our colleagues across Canada. We have a well situated table and will proceed.

Action: Alix to send out the draft list of potential organizations that we may ask and being drafting the letter to send. Agree we will send out post Labour Day.

- X. Wrapping up the current Contribution Agreement: The goal here is to begin the discussion of how the CIHC intends to do this.
  - a. We will run to the end of March with some careful budgeting! To end the CA we could host a reception at QWQHC and think of other strategies to celebrate the six years of the CA.
  - b. Side note, Rita could announce the new CIHC entity at CAB III.
  - c. Keep this as a placeholder to continue ongoing conversations.

Action: Alix to create a timeline from now to end of CA with milestones etc on it to show a visual representation showing now (August) to the end of the CA. It will be a fluid document that we can add to and expand on as we move to the new CIHC.

#### XI. Next meeting.

- a. Face to face September 6-7, 2011.

Action: Juliet to coordinate bookings with Rita.