

CIHC Meeting Notes

October 11, 2011 at 10-11:30am PT

- I. Agenda additions? MOU- added below
- II. September 13 minutes questions clarified. See attached notes from September 13. If these are sufficient we will consider the September 13 notes closed. In short, Position CIHC as the central place for IP (career; learning; products; global linkages; academic & practice integration). Target layers of the health system where CIHC can add value. Add proper descriptives. Ongoing discussion regarding this.
Action: John to circulate AIHC document that describes how it represents IP & IPC in the US to group for review and discussion.
- III. Action item follow up:
 - i. Calls to the CIHC Steering Committee

Actions:

- Rita will follow up on her calls as she is now feeling better
- John and Lesley will write up brief notes regarding their calls and ensure that any actionable items are highlighted.

- ii. Incorporation. On its way.
- iii. NaHSSA. Needs to get back in good standing. Can reinstate good corporate standing online in BC. Alix will let them know about this ability to reinstate online. Don't require a lawyer. NaHSSA to handle.

Actions:

-Alix to email Melissa to connect with Rita who has agreed to help with the filing.

- iv. Letter for CAB III. There was one attempted "freeloader". Will feature the one "customer" to date as the featured IP site on table. Some potential targeted people: Ruby Grymopre; Carol etc. Can get others in group for direct touch, if necessary.

Actions:

-A shorter letter will go out to a targeted group for a final time at the end of the month. Alix and Andrea to work on this.

- v. Timeline. In use. Work in progress.
- vi. Need to coordinate dates/times for travelling road show. Introductory email needs to be drafted when we have times set.

Actions:

-Coordinate with Juliet regarding travel times. An introductory email will be written by Alix to use when setting up conversations.

- IV. QWQHC (Quality Worklife Quality Healthcare Collaborative). Confirmed they will be winding up the organization (confidential; not for public dissemination). This could be an opportunity for CIHC to explore. QWQHC might be searching for a new home for its website in particular (www.qwqhc.ca). While we may not have anything more to do with them than to understand how they got to this stage, we want to leave the door open to connecting the dots between their members and ours with respect to the work we do. The “what” and “how” are still a bit loosely defined but there was general agreement that we see opportunity in the QWQHC. We also need to draw the connection to CPSI. There is also benefit to the CIHC if we could have their mailing list and/or their existing sponsors/funding sources. Our approach will be strategic and careful with ears and eyes open for opportunity.

Actions:

-Juliet to help coordinate in conjunction with Ruth a time when Rita and Lesley can talk to Pamela Fralick. The goal is to make introductions but also to learn from what the QWQHC experience is.

- V. CAB III materials. What do we need? We need to get it going now and make firm decisions on what we're taking.
- a. Reception. This is an AIHC event but we're going to ask Canadians to 'convene' at a certain, informal time. How do we want to plan this? What support is required to make this happen?
 - b. Presentation for CAB IV. We need to land on dates so that we can introduce CAB IV.

Agreement on the following path:

- a. The FS PPT is going to be used as a basis for where the CIHC will 'go'.
- b. Need print copies of it
- c. Strategic meetings with American colleagues
- d. Smaller meeting amongst those who are there daily to touch base.
- e. Some kind of meet/greet reception for Canadians.
- f. Materials
 - a. Printed PPT or something
 - b. Poster with the featured IP site for the table
 - c. Materials Andrea and I will connect about and get sorted.

- g. ATBH in Vancouver. We'll work with the UBC Folks but only if we retain control. Preliminary meeting with them required. Need to land on dates for July.

CAB III will be the most attended IP meeting ever, with 650 registrants. 50 registrants will be from outside of Canada & the USA. Some issues regarding unilateral decisions by AIHC regarding future of CAB meetings (i.e. expansion to Mexico). John to discuss with Rita and Lesley.

Actions:

- Conference call Monday the 17th at 10am PT to talk AIHC business plan
- John to set up strategic meetings with the Americans at the conference
- All of you going will have to figure out how to find each other to talk daily. You're all arriving the Friday.
- Alix to set up preliminary meeting with the UBC Interprofessional Continuing Education re: conference planning. Work on an informal Letter of Understanding with UBC Interprofessional Continuing Education, if decision to move forward with them.
- Andrea and Alix will figure out materials and printing and all that
- John to set up meetings with Lesley and Rita to discuss the future of CAB
- Still need to think about the reception. Do we invite Canadians before-hand? While there? How? Where will it be? What budget will be required for this or is it going to be BYOB?

VI. Board members. Discussion needs to begin about additional board members. Hold until post CAB. We have a list of names sent ("dream list" without any limiting criteria) before but we'll table this until after CAB.

VII. Trademark/Seal. Process.

- a. Alix trademark research information (see attached notes). Both in French and English. Canadian and internationally. Alix to do this. Trademark the full name and the acronym. Haven't searched on the acronym.
- b. Seal. We have a contact that can do this. Do we just do it? Just the name and a legal thing we need to have. Get both full names in English & French. Names and Acronyms.

Actions:

- Alix get moving on the SEAL
- Alix do the TM stuff as discussed above. First we do Canada, then international.

VIII. MOU hold until we have seal and bylaws. Hold this for December. John and Juliet will look at this. Obtain current cost sharing arrangement with UBC and forward to Rita. We will set a time to do this in December. Might need to have meeting *in camera* as members who have potential conflicts do not attend meeting.

Action:

-Juliet to forward cost sharing arrangement with UBC to Rita.

IX. Feasibility Study- Sent to Rita. This is the overview PPT to be used in preliminary conversations that will inform the future. Rita approved to send out & circulate to John and Lesley. Looking for input from John & Lesley but great beginning.

Action:

- Alix to send out for comments. Consider it as a brochure for CAB as well.
- Rita to connect us with a translator for it.

NEXT MEETING: Monday, Oct. 17 at 10:00 am PT. Please plan an hour

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