

MINUTES
BC SUPPORT Unit Advisory Council
May 30, 2022

Attendees:	Anne-Marie Visockas (chair), Alison Hoens, Martha MacLeod, Anni Rychtera,
Ex-officio:	Stirling Bryan, Terri Fleming, Monica Mamut, Victoria Schuckel, Waqar Mughal
Regrets:	Krista Allan, Ellen Chesney, Michelle Duffy, Gregory Haljan, Stephanie Irlbacher-Fox, Danielle Lavallee, Alison Mclean, Megan O'Reilly, Bernie Pauly, Swapnil Shah, Martin Wright
Tentative:	
Guests:	Jennifer Parisi, Simran Purewal
Secretariat:	Sara Lima Branco

1. Call the Meeting to Order

A-M Visockas welcomed all members to this meeting of the BC SUPPORT Unit Advisory Council and brought the meeting to order at 1:33pm.

2. Territorial Acknowledgement

A-M. Visockas acknowledged that this meeting is being hosted from within the ancestral, traditional, and unceded territory of the Syilx people in the Okanagan Valley. Meeting attendees were welcomed to share their respective territory in the chat or during discussions.

Round table also introductions took place.

No new items were added to the agenda.

3. Action items from last meeting.

There were no action items from the previous meeting.

4. Approval of Minutes

The minutes from the March 29th meeting were presented to the group and approved.

5. Approval of Agenda

Today's agenda was approved by the group.

6. Updates

a. BC SUPPORT Unit Key Activities

M. Mamut provided an update on some of the key activities that have been taking place:

- Moving towards a provincial level work plan in conjunction with the implementation plan objectives.

- Funding agreements for Phase II are being revised and fine-tuned, based on lessons learned from Phase I (including that the standard agreements do not sufficiently address using the funds for how individuals outside the Health Authorities can be budgeted for).
- Planning for a SPOR Funded Entity (SFE) Summit in October.
- Reorganizing structure of Vancouver based team (formally the Hub) to best align with Phase II and meet its goals.

A discussion took place on the importance of language and moving away from 'hub and spoke'. At the June retreat, the assembled group will begin the work of establishing impactful language that articulates that we are working as a provincially distributed team, how we can demonstrate impact, and how can we embed and sustain this work.

It will be crucial that 'accountability' and what that means for everyone is established (and to whom they are accountable to) and understood by all. This should include what the provincial government and CIHR consider accountability and demonstration of impact. How do we establish we are making progress in the interim, and advancing the cultural changes from Phase I?

b. Staffing

Both the SPOR Funded Entity (SFE) coordinator and the new Manager, Marketing and Communications have both been hired, and attended this meeting.

An Interim Operations Manager role is being recruited (18-month period), to overlap with some of M. Mamut's time and then cover the leave she is taking starting in September.

The Patient and Partnerships Manager (PPM) role (formerly the Patient Engagement Lead) is being re-configured and posted this week.

One new aspect to the PPM role would be a central point to strengthen communications between the BC SUPPORT Unit and partners (including the Regions and BC NEIHR).

7. Upcoming BC SUPPORT Unit Phase II Retreat

a. Agenda setting for June 27 Advisory Council meeting

i. Background

M. Mamut provided background on the Retreat (June 28 – 29), taking place after the Advisory Council meeting on June 27th.

Potential items for discussion at the Advisory Council meeting are identified below:

ii. Sustainability

iii. Terms of Reference

- a. Recommendation was to have this discussion near the end of the meeting time. This will allow the ToR to reflect what is needed.

iv. SPOR Funded Entities

S. Purewal provided background on what a SFE is (any active SPOR grant holder), as well as the new intake process by which service requests from these groups will be received and reviewed in Phase II.

Planning is also ongoing for a SFE Summit in the fall.

v. Other additional topics

These were discussed in section 8, Communication with Advisory Council.

b. Advisory Council input on BC SUPPORT Unit Retreat Planning

This refers to the planning for the June 27th meeting, which was addressed above.

c. Mask mandate

The Retreat will have a mask mandate in place, with consideration to distancing precautions.

d. Workplan timeline and key milestones

M. Mamut reviewed key phases through the end of summer.

The first phase is the pre-work for the retreat done in the months leading up to it. This includes the Regions providing information on their workplans, and more information being provided about Data.

The second phase is the retreat itself.

The third phase will be finalizing the workplans and synthesizing a provincial level work plan from them, deliverable by the end of summer.

8. Any Other Business: Communication with Advisory Council.

ACTION ITEM: M. Mamut invited the Advisory Council to connect with her at any time, about how members would like to receive information or how the Unit can communicate information most effectively between meetings.

A recommendation was made to add an item to the agenda for the June 27th meeting: How can we best assist the Advisory Council to keep a strategic vision? What is needed to achieve this?

Recommendations on communication included email subject headings identifying the communication (FYI, urgent, et cetera), more frequent meetings (including booking ad hoc meetings as needed), and if more frequent meetings are needed, providing a clear understanding about the issues for discussion).

The council asked: What does the Unit need from the Council and when is it needed?

ACTION ITEM: A.M. Visockas and M. Mamut will connect to outline the key milestones and Phase II planning steps where it would be helpful to keep the Advisory Council informed and convening the group as needed.

9. Summary & Next steps

Some key takeaways from today's discussion:

- How networks are defined and operationalized need to be more clear
- What do we mean by accountability, sustainability, and desired outcomes from this work?
- Additional topics for the June 27th meeting could include how the Unit can best assist the Advisory Council to keep a strategic vision and identifying the key milestones/touch points with the Advisory Council as we embark upon substantial work over the next 3 – 4 months.

The next meeting is Monday, August 22, 10:00am – 11:30am.

10. Group adjourned at 2:45pm.