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**Our Healthy Clarence Steering Committee**

**Meeting Minutes**

**Thursday 1st August 2019, 10.00am**

**Education Room 2, The Education Centre, Grafton Base Hospital**

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| **Present:** | Skye Sear (NSOA), Jo Reid (NSW Police), Russell Brewer (NNSWLHD), Sue Hughes (Our Healthy Clarence), Giane Smajstr (NSOA), Dan Griffin (Clarence Valley Council), Tait Sanders (StandBy), Michelle Hockings (Invocare), Fiona Couch (NSW Health), Daniel Becker (CRANES), Michelle Allen (CRANES), Darren Kershaw (Bulgarr), Tracey Duroux (Bulgarr), Greg Casper (New Horizons), Sasha Harrington (FACS), Gary Martin (Community Member), Jason D’Onofrio, (Lifeline), Tegan McVey (Lifeline), Tait Sanders (Standby), Mel Wakefield (Standby), Jason Grimes (headspace), Mark McGrath (headspace), Dan Griffin (Clarence Valley Council), Heidi Buist (NSOA - Secretariat). |
| **Apologies:** | Sue Howland, Sam Osborne, Miko Smith, Amiee McNeill, Nicole Seccomb, Sharyn Fowler, Michelle McDonaugh, Roxie Collett, Sharon Monaghan, John Shearer, Debrah Novak. |
| **Special Guests:** | n/a |

| **Agenda Item** | **Discussion** | **Decision/Action** |
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| **Meeting opened:** | **10.00am** | |
| **1. Acknowledgement of Country** | Russell Brewer acknowledged the traditional owners of the land upon which the meeting was taking place, and acknowledged those with a lived experience of mental health, their carer’s and their families. |  |
| **2. Welcome and Introductions** | Everyone introduced themselves for the benefit of new members. |  |
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| **3. Declaration of Pecuniary Interests, Conflict of Interest (actual, perceived or potential)** |  | No Declaration |
| **4. Acceptance of the Minutes of the Previous Meeting held on 13th June 2019** | Members were invited to provide feedback on the minutes from the previous meeting.  Addendum – the previous minutes did not accurately reflect the discussion regarding the BDI Immersion Visit. **Action:** *Sue to contact BDI for suitable dates and send out an EOI for the second person to attend. As the immersion visit will support the alignment to evidence-base and alignment to the Lifespan Model that the PHN could seek approval for the funds to be taken from the up to $200,000 funding for the Action Plan initiatives. Aimee also expressed that the committee would need to agree with utilising the action plan funding, which they did*. | **Motion:** That the minutes of the previous meeting are accepted as a true and correct record of the meeting. Moved: J Reid. Seconded: S Hughes. Carried. |
| **5. Business Arising from previous meetings** | **8.1 BDI Immersion Training update**   * Sue explained that she had been in contact with BDI regarding the Immersion Training and a date is yet to be confirmed.   **8.2 SAX Institute update**   * Skye spoke on the Sax Institute and that the OHC is now in the local loop and can attend workshops. Skye feels that these workshops should be attended by more than one delegate. Sue should attend with at least one other delegate. * **8.3 Hearing Voices update**   Sue met a woman who was associated with Hearing Voices in the Clarence Valley but is no longer involved, she is happy to come along and chat to the SC. For interest the closest contact is in Port Macquarie and can put interested people in touch with them if want to. | **Action:** Assign the coordination of these workshops and delegates to the leadership committee to action on.  **Action:** Speak to Susan |
| **6. Community Updates** | **6.1 Community Updates**  S Hughes  Homelessness week starts next week working with Social Futures, Momentum Collective, RAMHP, Nortec and the Dept of Fair Training. Interactive installations at Grafton Shopping World, Maclean CWA and Yamba Fair will be set up.  D Kershaw  Suicide Prevention and what Bulgarr are doing to raise awareness. Asked what OHC are planning, suggested meeting soon to discuss along with R U OK? Day.  J D’Onofrio  Walk in the Shadows in Grafton on the 15th September in Grafton and organized by Lifeline North Coast. Flyer to be distributed to SC and OHC Data Base. |  |
| **7. Endorse Community Engagement Project Proposal, Logic Model and Community Workshop Structure** | Skye spoke on recognizing all the work that has gone into the plan.  S Sear  Community Engagement Project Proposal - Clarification needs to be made on what the purpose and the aims of the workshops. What will the forums provide to the community?  Three points need to be included   1. Informing the community 2. Gathering Feedback 3. Call to action   S Hughes  To get the community involved by explaining the following:   * OHC Plan * The BDI Lifespan Model * Breaking into small groups to brainstorm * Regroup and talk about the three main issues that arose from the small group discussions. * Use of Menti Meter and manual survey tools where necessary   Refer to Workshop Structure document for more comprehensive details on the community Workshops. | **Action:** Plan endorsed by all subject to the amendments to the Aim of the Project  Action: Submit to PHN for approval |
| **8. Endorse Draft OHC Communication and Marketing Plan** | S Sear  The plan should be submitted as a living document due to the need to be revisited at regular meetings for updates.  Make as a standard item on the agenda. | **Action:** S Hughes to add as Standard Agenda item. Email members for feedback and take draft off the document. Resubmit at the next meeting for endorsement. |
| **9. Media Requests** | **TLC FM** – Sue has been approached to have a ‘chat’ with a volunteer radio broadcaster with TLC FM in Yamba. Have been advised that the interview does not include set questions however discussion entailed and a script and the position statements are being developed.  **DEX** – Top 30 – Have been approached by DEX to submit an article for Mental Health Month, will be published on 3rd October. | **Action:** S Hughes to make a script or statement and submit to the leadership committee prior to interview. |
| **10. Proposal to coordinate the YAM Program in independent schools** | The Black Dog Institute (BDI) contacted Sue regarding delivering YAM to the independent and private schools to the Year 9 students in the Clarence Valley. BDI advised that the funding for the training of instructors in YAM will cost $3500.00 + Accommodation + Airfares per person and then $440.00 to the instructor for each workshop per day. The other option is to simply hire an accredited YAM Trainer which would cost $440.00 per workshop per day. | **Action:** To be added on the Agenda at the Suicide Communication Protocol Meeting to be held on 8th August as Meghanne Wellard will be in attendance. |
| **11. Implementation Teams Project Proposal Updates** | **11.1 Access Project Proposal**  Endorsed  **11.2 Community Capacity Building**  Have completed one safeTALK at headspace  ASIST course will be held in November at headspace – Lifeline North Coast taking registrations  **11.3 Community Engagement**  R U OK? Day 12/09/2019  World Mental Health Day on 8th October inn Yamba and 10th October in Grafton  **11.4 Leadership Group**   * Leadership Group to be convened within next couple of weeks.   **11.5 Surplus Funding**   * Nil   **11.6 Suicide Communication Protocol**  Meeting on the 08/08/2019  **11.7 Volunteer Management**   * Meeting planned for September. Risk mitigation is also to be looked at.   Team - Jason, Giane, Russell and Dan | **Action:** Awaiting confirmation from PHN on meeting date for feedback on all the Project Proposals.  **Action:** Giane to convene a meeting. |
| **11. Opportunities for Collaboration** | G Smajstr   * One stop shop at Local High School in planning stages * LGBTI Group helping to coordinate the Big Gay Day Out on the 7th September – All welcome. * Youth Employment Forum posters out and a link is on Facebook.   D Griffin   * With PHN, Council has opened a community Services Hub in Maclean. * Youth Boxes in that area are also going well.   G Casper – Way Back Service  Approval for referrals from Bulgarr Ngaru  S Sear  Ride for Youth is coming up on the 21st September, 24 hour bike ride with Morgan Pilley. | **Action:** Start Training |
| **12. Funding Opportunities** | Need to review sustainability of funding | **Action:** Research other funding bodies i.e. NRCF or Club Grants NSW |
| **13. Any Other Business** | Next meeting date on R U OK? Day – suggest moving forward a week – Now 19/09/2019  Change of meeting day – Thursday does not suit a few people.  S Sear – Seeking endorsement to purchase R U OK? Merchandise at approx. $1,500 and World Mental Health Day approx $5,000.00.  S Hughes – More Magnets are needed  OHC to evaluate if these will still work or suggestions for other campaigning merchandise that will be suited to a wider audience and audience specific.  Review of Grafton Suicide Bereavement Support Group – It has been going for 3.5 years and is quite resource intensive. It is based on the Lifeline template and is under review if it is still relevant.  Sue read out a sample of reviews received from the Standard Mental Health First Aid training held at Clarence Valley Council in partnership with RAMHP. | **Action:** Sue to change meeting to 2 hours and contact those who are unable to attend the current time  **Action:** Skye to create a survey to send to members for feedback. |
| **14. Next Meeting** | 19th September, 10am – 12.00pm, Education Room 2 |  |
| **Meeting Closed:** | **12.00 pm** | |