**Our Healthy Clarence Steering Committee**

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| Date and Time | 8th November 2018 at 10.00 am |
| Venue | Education Room One, The Education Centre, Grafton Base Hospital |

**MINUTES**

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| Topic, Discussion & Outcomes | |  |  | | | |
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|  | **Attendance:** Sue Hughes (OHC), Skye Sear (NSOA), Susan Howland (Community), Mark McGrath (headspace), Debrah Novak (Community), John Shearer (Aboriginal Men’s Group), Allister Donald (Lifeline), Jeremy Jablonsli (CYA), Giane Smajstr (NSOA), Angie Boorman (TAFE), Dan Griffin (CVC), Aimee McNeill (PHN), Russell Brewer (NCLHD), Alecia Overton (CRANES), Roxie Collett (Wellways), Jo Reid (NSW Police).  **Apologies:** Sam Osborne (RAMHP), Meghanne Wellard (Dept of Ed), Jason Grimes (headspace), Rose Hogan (Standby), Kati Jacobs (CRANES), Deidre Robinson (NCLHD) | | | | |
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|  | **Declaration of Pecuniary Interests, Conflict of Interest (actual, perceived or potential)**  Nil | | | | |
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|  | **Minutes of Previous Meeting**  The Minutes of the Previous Meeting held on 9th August were confirmed by Russell Brewer and seconded by Sue Hughes. | | | | |
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| 1. **Review of OHC Plan** | | | |  |  | |
| This meeting is to adopt the Objectives of the Plan, agree to a process of populating the plan and determining priority projects.  All agreed to adopt the Objectives, 1-6  Priority 1 – Objective 1 (Finalise Project Plan and Budgets for PHN, Community Forums, communication engagement strategy incl mindframe training, website and social media platforms, community champions project, ).  Action: Establish Community Engagement Implementation Team  Team Leaders: RAMHP and NSOA  Members: OHC Co-ordinator, Lifeline, Susan Howland, NSW Police, headspace, John Shearer, RAMHP, NSOA and Debrah Novak.  Priority 2. Objectives 2 & 4 (MH Literacy Training, Refresher Training, Train the Trainer, OSS, Mentally Healthy Workplaces)  Action: Establish Mental Health Literacy Implementation Team  Team Leaders: RAMHP & Headspace  Members: RAMHP, headspace, CRANES, OHC Co-ordinator, CVC  Members were encouraged to review the Plan before the December meeting so more actions and projects can be populated in the plan. | | | |  |  | |
| 1. **Review of Terms of Reference** | | | |  |  | |
| Recommendation: Add under membership “with a lived experience of mental Health issues and their family and carers”.  Recommendation: Vision to include the word “connected”.  Recommendation: 1.2 Roles and responsibilities change the word “goals” to “purpose” in point 1.  Recommendation: Point 1.3 Absentee Voting-Title and all the writing in Green to be taken out and worked on to be in reference to the process of nomination and voting on executive positions.  Recommendation: Point 1.3 Decision making to be made by consensus.  Recommendation: Point 2.2 Black bit staying. 3 green points to be amalgamated as follows: “Conflict should try being resolved between involved members and if not resolved should be elevated to the Chair or project Coordinator to be addressed by the Steering Committee. If not resolved by steering committee refer to mediation.”  Recommendation: Point 2.3  Recommendation: 4 Existing process to be followed i.e. To complete form and submit to Steering Committee.  Recommendation: Point 5.3 “Implementation teams may include non-members.”  Recommendation: Point 6 Meetings to be removed.  Recommendation: Point 7.3 to be removed.  Recommendation: Point 8 to state “Communication to the Steering Committee to be directed to the OHC Coordinator and/or chairperson.”  Recommendation Point 9 to state “A meeting Quorum will consist of 50% of the membership, plus 1.  Recommendation: Point 10 to state “These terms of reference will be reviewed annually.”  Recommendation: Point 11 to include “by agreement with OHC members.” | | | |  |  | |
| 1. **Finalise Membership Application Form**   The proposed Membership Form amendments:  Amendment 1: 1st paragraph: Replace green typing with: “The final decision on membership is made by the Steering Committee.”  Amendment 2: Form to be reviewed by Allison (PHN) for appropriate literacy. | | | |  |  | |
| 1. **Finalise Implementation Team Reporting Template.**   To be held over to next meeting. | | | |  |  | |
| 1. **Finalise Nomination Form for Steering Committee**   Amendment: Title -“Steering Committee Executive.” | | | |  |  | |
| 1. **Business arising** | | | |  |  | |
| **9.1 Mental Health Month**  Discussion ensued around the work load that is required each year and the potential to simplify it to two major events for 2019 MH Month, one in the Lower Clarence and one in Grafton around World Mental Health Day.  ACTION: Propose that OHC, rather than creating the events provides representation at events. | | | |  |  | |
| * 1. **Valley Track**   The Back Track model commenced recently at Trenayr for at risk youths and has been named Valley Track, logo being designed at the moment. This is in partnership with DPI, RAMHP, Gurelgham, OTCP and headspace. Documentary to be shown on the Back Track Boys featuring a local Clarence valley youth, at Saraton Theatre on 29th Nov. Poster to be distributed shortly detailing booking process etc.  ACTION: Sue to distribute poster | | | |  |  | |
| 1. **Committee Member updates**   **Giane**: Zombie walk and other events organised for MH Month went really well. The school holiday programs conflicted with one another and impact attendance.  **Giane and Sue**: Mind Blank at headspace next week for the week, first time all CV High School’s have been involved. The OHC has 5 tickets to the final performance on Friday 16th. Members asked to express an interest in attending.  Action: Interested members to let Sue know.  **Susan Howland**: Community Engagement Conference, Susan distributed posters for this event.  **Jo Reid**: Week 3 of PCYC Healthy Life Program exceeding expectation. 18 YP in attendance.  **Allister**: Thanked everyone for their support for promoting the DV Alert training to be held next week in Angourie.  **John Shearer**: Informed committee of Mindfully MAD program and informed committee that he won’t be representing the Aboriginal Men’s group anymore. John to submit a membership application for the Mindfully MAD for committee endorsement and approval.  **Skye**: Distributed Ride for Youth Posters and encouraged all to attend.  Recruitment to commence for the CV Aboriginal Youth Service in coming weeks.  **Russell**: Mindful of the recent Premiers Award received. Acknowledged Richard Buss, Wendy Pannach, Megan Lawrence, Black Dog Institute, David Perkins and Vahid Saberi.  Action: Send a letter of acknowledgement to the above people. Dan to draft a letter and Sue to provide photograph and certificate. To be sent to committee for approval.  Recommendation: To develop a common “message” that can be used when a collective response is required in response to a variety of situations.  Action: Members to email Sue with dot points of issues of interest. | | | |  |  | |
| **Meeting Closed: 1.00 pm** | | | |  |  | |
| **11. Next Meeting 10.00-12.30pm**  Thursday – December 13th, 2018 –Grafton Base Hospital Education Centre. | | | |  |  | |
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