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**Our Healthy Clarence Steering Committee**

**Meeting Minutes**

**Thursday 05th May 2019, 10.00am**

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

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| **1. Present:** | Skye Sear (NSOA), Meghanne Wellard (Department of Education), Jo Reid (NSW Police), Jason D’Onofrio (Lifeline), Jason Grimes (headspace), Russell Brewer (NNSWLHD), Vickie Smith (Community Member), Sue Hughes (OHC), Allister Donald (Lifeline), Susan Howland (Community Member), Giane Smajstr (NSOA), Roxie Collett (Wellways), Jessica Wilson (New Horizons), Allira Newton (Clarence Valley Council), Theresa Kelly (Yeah the Boys), Heidi Buist (NSOA - Secretariat). |
| **2. Apologies:** | Mark McGrath (headspace), Tait Sanders (Standby), Dan Griffin (CVC), Sam Osborne (RAMHP), John Shearer (Community), Deidre Robinson (NNSWLHD), Aimee McNeill (PHN), Sharyn Fowler (FaCS), Nicole Secomb (Momentum), Sharon Monaghan (PMC). |
| **3. Special Guests:** | n/a |

| **Agenda Item** | **Discussion** | **Decision/Action** |
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| **Meeting opened:** | **10.15am** | |
| **4. Acknowledgement of Country** | Russell Brewer acknowledged the traditional owners of the land upon which the meeting was conducted. |  |
| **5. Welcome and Introductions** | Everyone introduced themselves for the benefit of new members. |  |
| **6. Chair & Secretariat** | In the absence of an OHC Chair, Russell agreed in his capacity as Co- Chair to chair the meeting. Secretariat support will continue to be provided by the NSOA, utilising surplus funds from the old Advisory Group funding. | **Action:** Russell to chair this meeting & Heidi to take minutes. |
| **7. Declaration of Pecuniary Interests, Conflict of Interest (actual, perceived or potential)** | Russell invited members to consider any pecuniary interests or conflicts of interests they may have in regards to items on the agenda. | Nil declared but discussion on what was a conflict of interest. |
| **8. Acceptance of the Minutes of the Previous Meeting held on 28th March 2019** | Members were invited to provide feedback on the minutes from the previous meeting. | **Motion:** That the minutes of the previous meeting are accepted as a true and correct record of the meeting. Moved: S Sear. Seconded: Susan Howland. Carried. |
| **9. Business Arising from previous meetings** | **9.1 OHC Plan – DL-sized Flyer**   * Sue is still waiting on the redraft to come back from the printer. | **Action:** Sue to send out redraft once it is back from the designer. |
| **10. Standing Agenda Items** | **10.1 Community Updates**  **Susan Howland**   * Spoke on Light up the Darkness (LUD) a group that started in 2012 and was made up of community members. Established by Sue Hughes to address the lack of mental health services and lobby for additional mental health services in the Lower Clarence.   LUD donated $6712.00 to the OHC to support the OHC Plan as they are having a break from fundraising until further notice. Photo shoot with LUD committee members and OHC will be held directly after the meeting today. | **Action:** Letter of thank you for the donation to be sent to the Light up the Darkness group. |
| **11. OHC Planning & Implementation** | **11.1 PHN feedback and recommendations**  11.1.1 Response to PHN  Disappointment shown in PHN and the timing of funds being given and then no representative here to discuss.  11.1.2 BDI Immersion Visit  11.1.3 Sax Institute – Suicide Prevention Decision Support Tool  **11.2 Feedback from BDI (attached)** | **Action:** Hold on making a decision until a meeting is held between PHN and the OHC. Need to undertake more research on options available for funding? Obtain clarification regarding any conflicts with any members of the Steering Committee i.e. headspace etc.  **Action:** Suggest the BDI visit in the Clarence Valley so that all Steering Committee members of OHC can attend.  **Motion:** “To send an email to the PHN and thank them for the correspondence received but the OHC requires more clarification in person to make a determination on the recommendations outlined in the letter of 17th April. An Extraordinary Steering Committee meeting to be held on Friday, 17th May 2019 at 10am – 12noon at the NSOA.”  Moved: R Brewer. Seconded: M Wellard. Carried. |
| **12. Implementation Teams Project Proposal Updates** | **12.1 Access**   * No update   **12.2** Community Capacity Building – Logic Model and Regional Training Plan was tabled. Feedback welcomed to Sue for discussion at next IT meeting.  **12.3** Community Engagement – Logic Model tabled. Feedback welcomed to Sue for discussion at next IT meeting**.**  Skye acknowledged the level of work that had gone into developing the two Logic Models and the Regional Training Plan.  **Mental Health Month Grants from Way Ahead are open.**  **12.4 Leadership Group**   * Sue put out an expression of interest for positions and had no response. * All SC members present were asked for interest in joining this Group. The following indicated their interest. 2 - Co-Chairs – Russell Brewers & Sue Howland. Auspicing body – NSOA Skye Sear, Secretariat support– NSOA Heidi Buist. Members – Roxie Collett, Meghanne Wellard + one more. | **Action:** All Implementation Teams projects are on hold until the funding is released from the PHN.  **Action:** Sue to pass onto the IT Team members who are an apology**.**  **Action:**  Implementation team to go ahead with grant application for World Mental Health Day.  **Action:**  Sue to send out email inviting another community member. |
| **13. Other Business** | **13.1 Implementation Team – Volunteer Management**  **13.2 Valley Track Consortium**   * Jason Grimes spoke on the Valley Track Consortium. Approx 8 boys attend each week.   **13.3 OHC Budget**   * No discussion as discussed in Surplus Funds IT update.   **13.4 OHC Steering Committee email etiquette**   * Had a request from a couple of SC Members to recommend sending any SC emails to all rather than the current practice of using the bcc function to enable reply all and conversation if required.   **13.5 Steering Committee Member update – review of standing Agenda item**  **13.6 Pacific Complete/Yamba Golf Day donation**   * Sue read letter from Pacific Complete regards attending their Golf Day and receiving donations for OHC   1. **Suicide Prevention Forum** * Russell Brewer provided an update on the recent Suicide Prevention Forum that Richard Buss, Sam Osborne and Sue Hughes were invited to highlight Our Healthy Clarence.   **ANY OTHER BUSINESS TABLED AT THE MEETING**   * Meghanne Wellard tabled the Youth Suicide communication protocol. * Fundamental Mental Health Services have changed system pathways to now accommodate community members. | **Action:** Convene a team for Volunteer Management. Giane to lead.  Sue to send out email to all SC members asking for interested members to join the Volunteer Management Team.  **Action**: NIL  **Action:** Sue to send out email asking for authorisation to send bulk emails openly so that discussion between all can happen.  **Action:** Change the agenda item to “Opportunities for Collaboration”  **Action:** Sue attended the Golf Day and a total of $1650 was raised for OHC  **Action:** Sue to send link of The Land article to the SC  **Action:** Sue to add to the agenda for the 20th June next meeting. |
| **14. Next Meeting** | Extraordinary Meeting to be held on Friday – 17th May 2019 at New School of Arts, Meeting Room - 10am to 12:30pm.  Next Steering Committee meeting to be held June 20th at **Education Room 2,** Grafton Base Hospital. |  |
| **Meeting Closed:** | **12.03 pm** | |