

Meeting of CCPHE Spring 2010 Workshop Advisory Committee

When	January 8, 2010	11:00 – 12:00 (PST)
Facilitator	Ruth Elwood Martin	
Recorder	Megan Smith	
Committee Members in Attendance	Meena Dawar, Diane Rotheron, Jonathan Slater, Bunmi Fatoye, Jane Buxton	

***Please note: "Action Items" are in boxes, highlighted in yellow. "Suggestions" or records of decisions are highlighted in light grey**

MINUTES

A. WELCOME & REVIEW

i. *Introductions*

- We introduced some new committee members who will be joining this advisory group: Anne Marie Hume; Doreen Littlejohn; Nancy Wrenshall; Marcus Lem. Please see Terms of Reference document for full titles. Welcome to our new members!

ii. *Minutes of Dec/09 meeting were approved*

- Minutes will be posted on the CCPHE website

iii. *Revised Terms of Reference document was approved*

- Terms of Reference document will be posted on the CCPHE website

B. OTHER INVITEES

i. *Update on invitations*

- Two members of Women in2 Healing will be joining this committee, in February, as representatives of this organization

C. GOALS, SCOPE AND FORMAT OF THE WORKSHOP

i. *Review of the revised 'Goals and Scope of Workshop' document and the draft workshop schedule, discussion on workshop format:*

- This revised version is more positive and proactive
- The goals are currently very broad and we need to consider specific themes that the workshop will address, it may reflect only one particular goal in detail. There is a sense that we need to be realistic, not too ambitious, about what we will accomplish in one

day. Energy can fizzle by the afternoon.

- There is some background as to why this workshop was called (eg. Dec 2008 open-call conference and CPHA workshop in June 2009). We need to be deliberate and clear on what we want to accomplish, have something constructive at the end of the workshop, so that participants can walk away knowing that something was accomplished, instead of this being “another meeting” where we name the issues and never move beyond this point.
 - To reach something concrete at the end of the workshop, we need to streamline what we want to accomplish and set ourselves up for success so that the goals do not overwhelm us.
 - Suggestion: We could create a structure so that thoughts and comments are being pulled constantly throughout the day into a working document by someone who is actively hearing and recording these recommendations. In this way, we can see all of the recommendations coming together throughout the day rather than waiting until the end of the day to get the recommendations laid out. This can be strategically done with a professional scribe and/or someone to facilitate that process. It would be structured but in an open-ended way; open-ended in that the recommendations aren't already presented/prescribed to the plenary at the start of the day, but structured so that we can arrive at a constructive conclusion by the end of the day.
 - Suggestion: With regards to the schedule, it is unlikely that we can get through 3 themes in one day and do each justice; however, we can do justice to one or two themes.
 - We recognize that it may be difficult to agree on the “gaps” or the “inequities” since this will vary between prisons, between the prisons and the communities, and between provinces.
 - Suggestion: We might consider having an opening speaker who can address why this workshop has been called, what we are building upon, and the specific inequities or gaps that have been witnessed and of which we are addressing in this workshop. This would need to be linked to the goal of the workshop and the reason for focussing on the specific theme(s) chosen. This opening speaker would ‘set the stage’ for the remainder of the day and answer the question “why are we here today”.
- ii. *Review CCPHE/CPHA working document – build on this?*
- Apologies from RM, this document was not prepared in time for this meeting. This document is a working document that arose out of the CPHA workshop in June 2009.
 - This document may help us further shape the goals and focused objectives of this workshop.

ACTION ITEM: Ruth will prepare the CPHA document and send out to the advisory committee.

iii. *Timeline for Planning*

- This will evolve as we firm the date of the workshop. A new draft will be circulated at the next meeting.

D. POTENTIAL PARTICIPANTS OF THE WORKSHOP

i. *Review the potential participants – brainstorm names/categories*

- The initial categories look good.
- The implementation committee needs to brainstorm names & titles, bring to the next advisory committee for feedback. Numbers will be a limiting factor.

ACTION ITEM: The implementation committee will draft a list of potential invitees, names and/or titles from organizations, and bring this to the next advisory committee meeting for feedback.

E. BUDGET

i. *CIHR funding application result*

- The CIHR funding application was successful! This gives us \$22,153 to work with, as a start.

ii. *Review and revise draft budget*

- \$22,153 is a good budget to start with. It is difficult to say how much is needed for participant travel, depending if the focus is provincial or national.
- Suggestion: The travel monies should first go to speakers and community members who could not otherwise afford the travel. It is important to have the voice of those who have experienced incarceration represented throughout the day and through the recommendations. Other participants may be able to find some travel monies with their home organizations.
- Suggestion: We can consider inviting participants with the condition they are able to find a certain amount of money from their home organizations. If they are unable to come, then we invite more local participants who do not require as much travel allowance, and for whom we can provide all or part of their travel to come to the workshop.

ACTION ITEM: After a potential list of invitees is drafted, we will re-draft the budget to hopefully reflect the travel allowances needed, provincially and nationally.

F. DATE OF THE WORKSHOP

i. *Change of date*

- It has been determined that May 10 will **not** work for the workshop

ACTION ITEM: Megan will look at potential dates in the first week of June that will work for the First Nations Longhouse (venue) at UBC. A doodle poll will also be sent to the advisory committee to look for the best date that suits the committee members.

After the meeting, a doodle poll with the committee and communications with the Longhouse confirmed that June 8, 2010 is the best date for the workshop. The new date for the workshop is Tuesday June 8, 2010. Please mark your calendars.

G. Dates for Future Advisory Meetings

- i. We will continue on the 2nd Fridays every month at 11AM PST, January – June 2010. The next meeting is **February 12th 2010 at 11AM PST.**
- ii. Start thinking now about ‘open call’ national prison health and education conference Dec /10!

**Minutes respectfully submitted by Megan Smith, Collaborating Centre for Prison Health and Education.*