

Ontario Branch Executive Council Communications Working Group Minutes

Date:	December 15, 2016	Time:	11:00-12:00
Location:	Teleconference		
Attendees:	Eric Devine(ED), John Cannan (JC), Jeanine Middleton (JM), Brandon Krupa (BP),		
Invited:			
Regrets:	Raphael Barros (RB)		
Chair:	Eric Devine	Recorder:	Eric Devine

	Agenda Items:	Discussion	Action Item
1.	Welcome and Introductions	Meeting Commenced: 11:00	
2.	Approval of Agenda	Moved: JC Seconded: JM	
3.	Review and Approval of Previous Minutes from	As determined at the inaugural meeting, minutes are to be circulated within 24 hours of the teleconference. Changes are to be made by group members in the document on the Google Drive. Substantial changes shall be noted and circulated to group members by email. All changes must be made by the following Sunday night. Minutes shall posted to the website on the Monday following the meeting.	Standing Action Item: Minute taker to post minutes to the Google Drive. Standing Action Item: ED to post minutes to the website on Monday following teleconference.
4.	Review and Approval of Electronic Motions	Nothing to review and approve.	
	Standing Agenda Items	Discussion	Action Item
5.1	Working group structure	A working group chair has not yet been selected. Discussion on the need for a chairperson. Interested persons please consider. Goal is to name a chairperson at January teleconference Members include JM, BK, RB. JC will assist with transition as editor of OBN but will not be a standing member as he has assumed the role of	Action Item (December 15): JM to contact three BOC accredited schools in Ontario and advise of OBN submissions. Action Item (December 15): JM to contact three BOC accredited schools in Ontario and initiate discussions for student member sin the communications working group. Action Item (December 15): ED to contact Lori Holmes and request forwarding of CWG callout to be modified by JM for student membership

	<p>future president of OBEC. Target handover for July 1, 2017.</p> <p>ED will be available in the background with the chairperson assuming more duties as the group evolves.</p> <p>Discussion of inclusion of student members for CWG. Ideally 2 or 3 per school; must be CIPHI members; duties to be scoped and not mission critical</p>	in CWG. COMPLETED
Strategic Plan	We will defer on discussing the strategic plan of this group until the larger group can come together at a future date. CWG must familiarized with OBN production before start plan is scoped; ideally, at the face to face meeting at the 2017 AEC/AGM	
5.2 Ontario Branch News (OBN)	<p>Current editor JC will assist with transition.</p> <p>Discussion of platform for OBN. Currently, MS Publisher. Platform was explored by JM, BK. Will retain this platform for use and discuss again after the second publication of OBN by CWG</p> <p>Content generation was discussed for issue targeted for dissemination by March 1, 2017.:</p> <ul style="list-style-type: none"> • JC has online training information for Rolling Stone/CPI bursary work related to infection control • Rachael McArthur (RM) has needs assessment survey results infographic for next 	<p>Action Item (DECEMBER 15): JC to send request for submissions via listserve</p> <p>Action Item (DECEMBER 15): BK to contact 36 PHUS communications departments for request for material. UPDATE: Provide latest copy of OBN as an example</p> <p>Action Item (DECEMBER 15): JC to develop a standing list of OBN standing sections and circulate; load to Google drive</p> <p>Action Item (DECEMBER 15): BK to contact 36 PHUS communications departments and create contact list for future use</p> <p>Action Item (November 17): ED to request Google drive folder be created by OBEC president. Permissions shall be granted to all members and links provided COMPLETED</p>

	<p>edition. UPDATE: RM is circulating graphic for stakeholder review and hopes to disseminate in early January. Will still release in next issue.</p> <ul style="list-style-type: none"> • JM will contact 3 Ontario BOC accredited schools • Callout will go out via list serve • PHUs communications departments as source for ready to print material; must be PHI-work related • Incorporate curling from February; photos and stories (who will develop the content; who will capture photos?) • Congratulations, retirements, obituaries • Promotion of baseball tournament 	<p>Action Item (November 17): JC will distribute the Fall 2016 OBN to CWG for review. COMPLETED</p> <p>Action Item (November 17): JC will upload the OBN template to Google drive. COMPLETED</p> <p>Action Item (November 17): JC will upload the historical records of the OBN editor to the google drive. IN PROGRESS</p> <p>Action Item (November 17): JC will hand off the data storage record of the historical record of the OBN editor to the branch historian at the face to face in February 2017</p> <p>Action Item (November 17): JM and BK to review MS Publisher and familiarize with platform. JC to provide support if requested. COMPLETED</p>	
5.3	Website	No updates	
5.4	Twitter	No updates	
5.5	Facebook	No updates	
5.6	LinkedIn	No updates	
5.7	PHI Grand Rounds Seminar Series	No updates	
5.8	YouTube	No updates	
	Other Business	Discussion	Action Item
5.11	Posting To ListServ	No items to post to listserve	

Next Meetings		
6.1	Teleconference	OBEC Communications Working Group Teleconference 11:00 – 12:00 December 15, 2016: ED January 19, 2017: JM February 16, 2017: RB March 16, 2017: BK April 20, 2017: ED May 18, 2017: JM June 15, 2017: RB July 20, 2017: BK August 17, 2017: ED September 21, 2017: JM
6.2	Adjournment	Motion to adjourn: BR Seconded by: JC
6.3		