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**Our Healthy Clarence Steering Committee**

**Meeting Minutes**

6th February, 10am – 12.00pm

**CRANES Meeting Room, 11 Kemp Street, Grafton**

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| **Present:** | John Shearer, Steven Jenner, Joanne Reid, Kerry Gallagher, Rod Lloyd, Tracey Duroux, Sue Hughes, Skye Sear, Tanya Daly, Nicole Secomb, Debrah Novak, Mel Wakefield, Susan Howland, Acacia Endean |
| **Apologies:** | Mark McGrath, Sam Osborne, Sharon Monaghan, Aimee McNeill, Michelle Hockings, Daniel Becker, Dan Griffin, Sara Borrett, Michelle Allen, Darren Kershaw, Michelle Hockings, Miko Smith |
| **Special Guests:** | n/a |

| **Agenda Item** | **Discussion** | **Decision/Action** |
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| 1. **Meeting opened:** | 10am – Sue Howland opened meeting 10am | |
| **2. Acknowledgement of Country** | I would like to acknowledge the Bundjalung peoples, Traditional Custodians of these lands on which this meeting is taking place and pay respect to the Elders both past, present and emerging of the Bundjalung, Gumbaynggirr and Yaegl nations which lie within the Clarence Valley boundary. I would also like to acknowledge those with lived experience of mental health, their families and their carer’s. |  |
| **3. Welcome and Introductions** | Round table introductions |  |
| **Apologies** | Mark McGrath, Sam Osborne, Sharon Monaghan, Aimee McNeill, Michelle Hockings, Daniel Becker, Dan Griffin, Sara Borrett, Michelle Allen, Darren Kershaw, Michelle Hockings, Miko Smith |  |
| **4. Declaration of Pecuniary Interests, Conflict of Interest (actual, perceived or potential)** | Nil Declared. |  |
| **5. Acceptance of the Minutes of the Previous Meeting held on 5th December 2019.** | Unanimous acceptance. | **Motion:** That the minutes of the previous meeting are accepted as a true and correct record of the meeting. |
| **6. Business Arising from previous meetings** | * 1. Strategic Planning Day   Will be held on Friday 13th March in Cranes meeting room. | **Motion:** Sue Hughes to arrange catering and an external facilitator. |
| **7. Community Updates** | Rob  DA for community center in Maclean has been approved. Possession of building to be taken on February 17th with works commencing shortly after. Once running Rob intends to run youth based programs, healthy eats programs and food recovery programs.  John Sheerer  In talks with the secretary of the Australian Mental Health political party to arrange talks in both Grafton and Lismore.  Sue Howland  CWA Maclean will be starting a drop in service in March, every Wednesday 9.30-12.30 for community information sharing and making connections. |  |
| **8. Financial Reports** | Financial reports (until end of December) distributed today via email.  These finances have been divided into 3 jobs   1. Projects – capacity building/access $7,000 taken from $75,000   Projects can extend beyond June.   1. Advisory – surplus funding $43,000   Ads in media are taken from this budget   1. Coordinator Position - $90,000 – by PHN (deficit offset by advisory funds)   Not funded beyond June.  Projects  Clarification of the PHN vs OHC funded projects to be discussed in Strategic Planning Meeting on Friday 13th March.  Black dog institute  Continued funding for continuation of funding as a trial site – announcement has been made by Federal Government but details of this funding has not been revealed. | **Motion:** Follow up with PHN Skye Sear and Amy to follow up. To seek clarification regarding this funding. |
| **9. Media Requests** | 9.1 Loving Life FM  Invitation to discuss services in the Clarence Valley on a live radio interview during the breakfast show. This would be a useful to promote upcoming roadshows. | **Motion:** Sue Hughes to get in touch, and discuss Sue Howland representing OHC in this interview. |
| **10. Implementation Teams Project Proposal Updates** | Access  EOI for research partners distributed in December with a January closing date. No responses received. This research is PHN funded so must be completed by July. Discussion of engaging consultants external from academic bodies and direct contact with preferred academic bodies.  Community Capacity Building  Upcoming Training (Cranes Funding)  Youth Mental Health First aid – rolling out to Iluka and Yamba, Standard MHFA, Refresher MHFA. Discussion around ensuring these trainings are held on weekends to ensure all community members have access.  Upcoming Traning (PHN Funded)  Accidental Counsellor training being rolled out.  Community Engagement and Development  Focus on community roadshows in all small villages and communities around the Clarence Valley at the moment. The purpose of these being promoting OHC and consulting with communities about their specific needs to inform the OHC plan. All steering committee members invited to attend and present at roadshows. All steering committee members encouraged to promote community roadshows. A calendar has been distributed with the next roadshow being held in Maclean.  At present both Yamba and Iluka roadshows have been held. Data from both is being collated.  An independent community meeting was held in Iluka. Sue Howland attended to represent OHC. At this meeting a need for connectedness and community was highlighted. While Sue was the only attendee to discuss mental health the cohort was responsive to this and recognized this as being an area of need for the community. | **Motion:** Skye to follow up direct contact and contact with consultants.  **Motion:** Sue Hughes to distribute promotional materials regarding this. |
| **11. Leadership Group Update** | 11.1 Co-Ordinator Position  Meeting last week due to rapid decision making re: recruitment for coordinator position.  EOI distributed with a cutoff date of last night. Nil applications received.  Requires someone to coordinate roadshows. Discussions re: splitting of tasks between roles between PHN tasks and roadshow tasks.  11.2 Review of Steering Committee Terms of Reference  Annual review carried over until next meeting.  11.3 Change of Meeting Day  Meetings will be held on Fridays beginning next meeting to minimise scheduling conflicts.  11.4 Social Media Management  Community members have offered to support OHC in kind through social media management. It was decided that these volunteers would require MindFrame training to ensure they were communicating safely with community.  11.5 Funding Opportunities  All steering committee members to look for funding opportunities | **Motion:** Leadership group to revise how to move forward with recruitment.  **Motion:** Two documents to be combined and circulate to be discussed at next meeting. |
| **12. Opportunities for Collaboration** | NSOA Youth Drop In’s  Drop ins are held monthly in Maclean at wherrett Park, Yamba skate park in the art box and Grafton Market Square. All services welcome to reach out to NSOA if services wish to attend and engage with youth outside of an office environment.  Regional Food Recovery Project  Potential collaboration between NSOA and Maclean Community hub once established.  Housing Interagency  Wednesday 12th February, 10am-1pm at Gurelgham Healing Room – all invited to attend.  There will be presentations from SERCO’s general manager, Centrelink, housing, Disaster Relief committee member and a council member presenting. Lunch provided. |  |
| **13. Any Other Business** | 13.1 Lower Clarence  Young people in Yamba reached out to Debrah Novak in response to the recent youth suicide concerned about a lack of services. These young people had already carried out a survey clearly highlighting community need. Debrah called a community meeting in response. The large majority of the cohort were aged between 16-24 and did not know about existing services in the area. A potential communication method discussed at this meeting was murals and artworks promoting services and posters on the back of toilet doors.  Minutes from this meeting have been collected and distributed to Skye Sear, Chris Gullaptis (state member), and Kevin Hogan (federal member).  Following this, preliminary discussions occurring between Debrah and Yamba, Iluka and Maclean rotary clubs to secure funding for a mural. A meeting has been arranged in the coming week and a formal request for funding to be created.  Conversation around the fact this is an individual project not an OHC project. For OHC to support it must be identified as an OHC project.  Discussion of limited youth and young adult engagement in OHC activities. Concluded that day and time of meetings not cohesive with young people’s schedules.  Fluro Fridays  OHC memebers attended an event and found young people are highly engaged in these activities. Potential space to engage with young people.  Community Champions  Discussion regarding the formation of a community champion program to increase youth representation in OHC activities. Discussion around the need for an open invitation to young people to engage with OHC and look to different opportunities to work with young people. OHC needs to go where young people are, rather than waiting for young people to come to OHC.  13.2 Change of Meeting Day  Discussion re: changing meeting days to Fridays to allow for council attendance.   * 1. University of Melbourne Visit   A representative from University of Melbourne will be at NSOA on Tuesday April 21st from 3.30-5.30. This is to collect information about OHC projects and outcomes, representative will be visiting all suicide prevention trial sites. Invitation has been circulated. It is important both services and community members attend.   * 1. Request for Collaboration with Catalyst Exercise Physiology   Request for support in grant application, due tomorrow to develop a free exercise based support sessions to unite community through exercise. Council has supported them through grant application but is not willing to be a lead agency. The request for support was unclear.   * 1. Steering Committee Membership Gaps   Currently both youth and 24-35 year olds are under/un-represented on the steering committee. Discussion about how the category of youth is broad comprising of different life stages and may require different approaches to target different approaches. Solutions proposed included: developing youth advisory groups. Potential locations to engage young people suggested: family based, pub, youth advisory, nungera.  Following Jason Grimes’ resignation from Steering Committee the co-chair role is vacant. Call for nominations during meeting. John Shearer self-nominated. Decision to carry over allocation of co-chair due to high rates of apologies to this meeting.   * 1. OHC Monthly Newsletter   Discussion regarding development of a regular monthly newsletter to inform community of OHC efforts. Discussion regarding being realistic about the time pressures this may create. Potential solutions could be distributing this newsletter bimonthly, quarterly or periodically.  Potential distribution of hard copies in shops ie IGA Maclean, and piggy backing off council rates notices. This could also be distributed through CV Independent newspaper, school newsletters and Country University Centre. This newsletter could also be distributed via an email list of 200+ individuals who have attended OHC training/events.   * 1. Black Dog institute visitor   Leilani (Head of Aboriginal and Torres Strait Islander lived experience centre) is visiting Grafton on February 12th time TBA.   * 1. PCYC   First case worker on the ground on March. Initially working out of Grafton Police station as PCYC works completed.   * 1. Bushfire recovery – Update from Dan Griffen     As of 5/2/2020 Clarence Valley Council has had more than 250 points of contact with community members- this includes assisting with applying for grants, information on fencing, waste removal and replacing lost documents.  Clarence Valley Council is working with Office of emergency managements to ensure up to date information is given to the community.   Clarence Valley Council is working with Roz Rogers from Departments of Primary Industry who is a Rural Recovery officer working in the Rural Resilience Program.  Clarence Valley Council is working with communities to organise and attend community meetings and have relevant services attend.   Clarence Valley Council is working with communities around grants (what is available, assistance with writing and applications etc.)  13.10 Clarence Valley Food Inc  Focus is currently on focusing on immediate needs to spend on drought funding which has been allocated to Clarence Valley Food Inc. A large need that has been identified is early intervention mental health support to farmers rather than responding to crisis. | **Motion:** Community engagement team to explore these suggestions.  **Motion:** Debrah to return to OHC with proposals regarding funding from murals.  **Motion:** Review of OHC terms of reference in strategic planning meeting.  **Motion:** Unanimous support.  **Motion:** Sue Hughes to reply declining OHC capacity to support  **Motion:** Community engagement group to look to address this.    **Motion:** Submit nominations prior to next meeting.  **Motion:** Community engagement meeting to follow up. Meeting required in near future.  **Motion:** Tracey offered to develop newsletter in kind.  **Motion:** Advise Sue Hughes if you would like to attend.  **Motion:** Debrah has forwarded details to Samantha Osborne. |
| **14. Next Meeting** | Next meeting: Friday, 13th March 2020 @ CRANES Meeting Room, 11 Kemp Street, Grafton |  |
| **Meeting Closed:** | 11.30am. |  |