



Report to the Steering Committee

December 8th, 1998

From : Brenda Kent, Community Health Advocate Coordinator

WOW. The much planned for and anticipated CHA training has happened!!!

It was amazing. We have a terrific group of women who will be advocates in their communities for women's health. Roberta will tell you more about the CHAs in her report. (This report is long, but please bear with me.)

Manual

- ☞ The manual is done and a copy is located in the InfoCentre. There are 4 additional copies and I am open to suggestions about how to use them.
- ☞ This is the first draft and we will be adding and revising as we go. Any feedback is appreciated and encouraged. Please go over the manual at your leisure.
- ☞ I would be happy to do an education session for all volunteers about the manual and the CHA project as a whole. I think it would be a good use of my remaining time to familiarize and train our own volunteers so that this information and work is not lost in future 'turn-overs'.

Printing and Budget

We photocopied and collated the manual at the SBC Printshop. This saved A LOT of staff-time turned out very well.

I will bring a detailed CHA budget to the Steering Committee Meeting on Dec 8th. Please review and I would like to discuss any questions and get guidance about the remaining dollars.



Food

- We were fortunate to get \$50.00 worth of food donated from the Bread Garden. We used them for catering for the three CHA training sessions.
- We got a \$25 gift certificate from IGA which we spent on tea and juice for the training.
- We got a donation from Que Pasa of chips and salsa.

Contract Re-Cap

My contract is until March 31st, 1999. That means as of Dec 1st, I have 17 weeks left in my contract. Before that time, I have two weeks of holidays (three weeks total, but I took a week in September), and 67 hours of overtime. Yikes.

I will **not** be taking each hour overtime as 1.5 hours off as outlined in the Policy because I feel as a contract worker, I 'owe' a given amount of hours before the end of my contract. I will work those hours and take the overtime as hour-by-hour time off. **That means in 17 weeks, I would be taking 5 weeks off to be true to the personnel policy.** ☹

Since that is not desirable, I would suggest the following :

- I will take two weeks holidays as (one over Christmas and one in February)
- I will work approx 16 hours per week (Monday and Thursday, or as required) until the end of my contract. *Due to the demands of this project, I will likely have to work more than that anyway, but it is a guideline.*

I am open to discussion about this, and I am flexible. This is just my suggestion of how this can work to remain true to our personnel policy.

V/Rich Health Board Evaluation

- Diana Ellis will be performing the evaluation for the CHA project (for the Vancouver/Richmond Health Board).
- I am looking for interested volunteers to sit in on the initial meeting to discuss evaluation techniques and strategies. This will take place soon! '



Future of CHA

- I am requesting a Focus Group on the future of CHA. A representative for each committee would be desirable. Some brainstorming needs to be done in terms of future vision and commitment.
- I would like to chose a date for this meeting for December as I think it is important to discuss these things around the same time as the evaluation meeting.

Other

- There is the chance of getting a practicum student from the faculty of nursing (Uvic) in the new year. She needs to do community development and is interested in CHA. This could work very well because Roberta will be leaving in January and the outreach work is so important.
- How do we accept practicum students? Is there an interview process, etc? Let me know what the logistics are!
- Roberta will talk about having a CHA work out of the Info Centre and the logistics around that.
- I would like to thank Tamara Cowen for helping gather info for the Manual, and Tamara FP for her proof-reading and suggestions. (Even though we were short on time with the looming deadlines, we managed to catch some errors before printing and some after.) And I wish I could have gotten more feedback before printing, holy-smokes was I busy just getting it done!!

Thanks for your patience!!