

**THE DR. RUSSELL M. HALL FAMILY HEALTH CENTRE
RECRUITMENT AND RETENTION COMMITTEE
MONDAY JULY 16, 2007
7:00 P.M.
MEETING ROOM, NORWICH MEDICAL CENTRE**

MINUTES

1. CALL TO ORDER

The 5th session of the 2006 – 2010 Dr. Russell M. Hall Family Health Centre Recruitment and Retention Committee was held at the Medical Centre, Committee Room, Norwich, commencing at 7:00 p.m.

The following individuals were in attendance: Lou Ferraro, Les Card, Mayor Don Doan, Wayne Graham, Maria Vanderspek, Luanne Wagner, Douglas Buck, Julie Couwenberg. Also in attendance was Kathy Mitchell, Medical Centre Administrator.

Regrets: Councillor Lynne DePlancke, Councillor Russell Jull, Arend Tenhove

2. APPROVAL OF AGENDA

Recommendation #1
Moved by: Douglas Buck
Seconded by: Julie Couwenberg

That the Agenda for the 5th session of the 2006 – 2010 Recruitment and Retention Committee be accepted as presented.

Carried

3. DISCLOSURE OF PECUNIARY INTEREST

Upon call from the Chair, no disclosures were reported.

4. MINUTES OF PREVIOUS MEETING

4.1 July 16, 2007

Recommendation # 2
Moved by: Wayne Graham
Seconded by: Les Card

That the Minutes of the meeting held July 16, 2007 be adopted as printed and circulated.

Carried

5. REPORTS

None

6. CORRESPONDENCE

None

7. CLOSED SESSION

Recommendation # 3
Moved by: Douglas Buck
Seconded by: Les Card

That this Committee does now move into Closed Session.

Carried

- 7.1 Update on Recruitment**
- 7.2 Update on CML Proposal**

Recommendation # 4
Moved by: Wayne Graham
Seconded by: Douglas Buck

That this Committee does now rise from Closed Session

Carried

8. OTHER BUSINESS

8.1 Mission Statement

- 8.1.1** The following is the mission statement agreed upon by the Recruitment and Retention Committee:

To actively recruit new physicians to our community and to promote Norwich as an attractive location in which to practice medicine while meeting the concerns of our current physicians.

8.2 Sub – Committee’s

The Sub-Committee’s have been identified and assigned as follows:

8.2.1 Retention: Les Card, Douglas Buck, Mayor Don Doan.

Recruitment: Julie Couwenberg, Wayne Graham, Arend Tenhove,
Councillor Lynne DePlancke.

Public Relations & Marketing: Maria Vanderspeck, Lou-ann
Wagner, Councillor Russell Jull.

Lou Ferraro and Kathy Mitchell will be part of all three committee’s.

The Sub-Committee’s have been given the mandate to meet on their own and provide strategies at the next meetings.

8.3 Meet & Greet BBQ

A BBQ was planned and held at the Dr. Russell M. Hall Family Health Centre to introduce Dr. Michael Hofer to our Council for 2006 -2010, our Recruitment Committee, our Medical Centre Foundation members, our co-tenants at the Medical Centre and their staff along with our local newspaper representative.

What looked like a possible rain day turned out to be a very nice day and a great time was had by all. A special thank-you goes out to Mr. & Mrs. Andy Buck who provided a tent and grilling expertise. Thank you also to all members who were able to help out to make the BBQ a success.

8.4 Preparation for PAIRO tour

Discussions took place regarding the upcoming Pairo tour in September. Several ideas were identified as needing intervention:

- A section of the Medical Centre display needs to be upgraded to reflect changes in physicians practicing at the Medical Centre.
- Contact “Tourism Oxford” to gather material for the pamphlets.
- Contact the Norwich Gazette regarding photo’s to display on a laptop computer showing points of interest in and around our Township.
- Provide an update of Township Information.

8.5 Future Meetings

Discussion took place regarding future meetings keeping in mind the time frame for the Pairo tour and also providing enough time for committee members to meet in their assigned sub-committee’s.

9. ADJOURNMENT – 9:15 p.m.

Recommendation # 5
Moved by: Maria Vanderspek
Seconded by: Luanne Wagner

That this Committee does now adjourn to meet again on August 27, 2007.

Carried

Chair
Lou Ferraro

Administrator
Kathy Mitchell