

Meeting Facilitation

Breakout Room Discussion Notes

Breakout Room #1: Effective Meeting Planning

Describe what has made a well-planned CAT meeting. What were the agenda items? What do you want to see more of?

- Connecting with peers virtually
- Facilitator speaks too quickly
- Serve lunch and network for a half an hour
- Lacking members with lived experience in some cases
- Ice breaker question ex. If you could have a new skill instantly what skill would you choose?
- Agenda, items clear
- Action items each meeting
- Less silos and work collaborative
- Zoom sometimes a barrier who are better in person, see more in person
- Clear agenda and chair/co chair
- Visual aids
- Break-out groups
- PWLLE at each meeting
- Arts-based activities
- Tips for navigating discourse-strong chair and debrief afterwards
- Regular peer meetings to get feedback from peers and allow them to offer feedback and suggestions in a less formal environment-provide activities and meals, etc.
- Discussed working groups and the challenges of engagement when some participants are mandated to be there and don't have much time outside of CAT meetings.
- Facilitator speaking too quickly
- During presentations, it would have been helpful to gather peers before hand so that way they can feel prepared or have questions ready if any
- If there are presentations: something helpful has been having weekly reminders and check ins with peers however is best for them
- CAT Meeting schedule has its challenges and with so many important things to talk about and other tables being formed, its helpful to stay to few items and have focused, meaningful engagement.
- Keeping agenda small
- Division between frontline service wanting to connect during this time while "upper management" are disappointed if its not informational
- Adding in what type of meeting it is so people can choose to attend
- Connecting with peers virtually
- Lots of different presentation with lots of interaction
- Ensuring that peers have great representation and providing a safe place for peers to share. Suggestion: a suggestion box (anonymous)
- Open to culture and learning more about indigenous protocol and traditions.
- Presentation from different organizations within community
- Don't have too long of an agenda
- Ensuring the correct people are in attendance, if they are a guest, introduce at the beginning of the meeting.
- Clean and precise agendas, sending them out early for adaptations
- Starting off with the Fraser Health updates to lead into discussion of trend and where do we go next

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- Review past agenda items and then move onto New Business
- Interesting presentation and time that was open
- Clearly planned out agenda
- “Roots to Thrive” presentation (psychedelic-assisted treatment) - healing model outside the box (non-institutional, new thinking), refreshing and inspiring to learn about and a great presenter
- Create balance in meeting to problem solve or action item – how can we support ourselves and our community
- Not having too much, good pace and flow.
- Keeping to the schedule. Making sure we hit everything on the agenda
- Dive deeper into a conversation
- CAT members to be accommodated
- Bringing on more guest speakers / Introducing CAT to different people in the community
- It would be nice to have our MP and her representatives. Kerry Lynn
- Knowledge exchange: Using the Van to get people
- More Coffee at the meetings
- Create pamphlet for peers to make meetings
- Smaller breakout rooms could be helpful depending on the topic
- More focus on Peer issues... what substances are being used etc.
- Pre-sending out outlook invites with the previous meeting minutes
- Sending out a reminder the morning of the meeting
- Having smaller working groups – they help to quantify the activities we are planning for
- Having a preset agenda sent out days prior to the meeting
- Having times set for each topic
- We want to remind members to follow the guidelines and be respectful of other people’s ideas and thoughts on the topics
- Incorporating icebreaker such as “human being and human doing” is something we would like to try!
- Incorporate people’s abilities and what members can do within their scope, and how community members can contribute and what skills they possess to help the CAT to focus tasks to the strongest members

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Breakout Room #2: Safety & Security

Three W's Activity: Safety & Fostering Security for all CAT members

What I See

- It is nice to have a safe person available
- Cultural safety – territorial acknowledgement it is embedded into everything we do
- Safe space rules, respect everyone's voice and opinions
- VAN Cat has an Elder at every CAT meeting and attends all events. They ensure that Indigenous culture is always integrated into their planning. They voted to not have police at meetings. If they do join, they join online and not in uniform for psychological safety of members. They do lots of checking in with members after meetings.
- Comox Valley CAT made the decision to not have police at meetings. They prioritized having Peers at meetings and asking them for feedback about what made them safe. They have done workshops with MRT on resilience and grief and loss.
- Land Acknowledgement
- Lots of sharing information

What I am Concerned About

- Not many people get to participate when we have presentations
- People being triggered
- When people feel less than, don't want power imbalances
- VAN Cat does not have an absolute wrap around service to follow up with folks if they are triggered.
- Burn out among members, how to engage when people are burnt out.
- Some people are losing so many people that it feels like a war zone, this is becoming all too "normal", but these people need support
- Not enough PWLLE involvement
- Not enough CAT meetings
- Talking behind other members backs
- Too many topics for 1 hour, discuss moving to 2-hour meetings
- Feelings of judgement and cross talking
- Members jumping to conclusions about what someone has said

What I Want

- To see follow up with people to engage with presentation
- Having an Elder
- Creating space for addressing the issues prior
- Having time for before/after meeting to debrief
- Equality and equity
- Stronger follow up strategy after heavy meetings. Possibly debrief sessions
- Peer inclusion
- More CAT meetings
- A space or time for those who were unable to attend the meeting or who did not have the time or comfortability to express their thoughts during the meeting to talk to the Meeting facilitator
- Maybe hand raising or a talking stick to reduce cross talk