

**Community Partners Summit (CPS) Mentoring Workgroup
Conference Call
October 15, 2007**

CPS Mentoring Workgroup

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Agenda Item

Discuss the Toronto CBR Network's "lessons learned" to inform the work of the CPS Mentoring Workgroup.

History of the CBR Network

- Desired to create networking opportunities for community based researchers.
- Benchmark for their initial meeting was 30 participants. They had 60 participants, including community based researchers, academia, policymakers, and funders.
- Action items from the meeting included: evaluating vehicles for networking, inventory of skills and assets, and advocacy with funders.
- The website was a direct outcome of the meeting, and was developed in under 2 weeks by Bronwyn. She initially had the position as a student placement, and now serves as a part-time volunteer.
- The CBR Network's steering committee has expanded due to increased interest and involvement. They will be meeting in November.
- The CCPH listserv was an important vehicle for advertising the website.

Development and Maintenance

- Bronwyn reviews CBR research and news of interest and posts information on the website weekly (approximately 2-3 hrs/week). For a short time, members used to post information but that activity has died down.
- The website requires individuals to sign-up before they can fully access the website features. This is possibly due to restrictions that come with the Ning software.
- They hope to expand the website's capacity and resources. Future expansion includes an interactive training model and Wikipedia-component on CBR.
- Ning software is free and is user-friendly. However, advertisements are automatically added to your website, and Ning does not allow anyone to see user profiles, forum, posts (any content at all) until one signs-up for the site. We (CPS folks) felt that this would be a barrier in attracting folks to sign-up for the site, and would prefer that there was a version that allowed one to see all content before signing up.

- ACTION ITEM: Lisa to contact Andrew Koch on Ning capacity and other software they investigated.
- UPDATE: The Toronto CBR Network confirmed with us that we can sign up for members on the site, if we wanted to see the content (you don't have to live in Toronto to be a member).
- Bronwyn advertises the website by sending out invitations via email. They will encourage individuals to sign up on the website during their network meeting on November 16th.
- Overall, persons involved in establishing the website have been very committed. There is a lot of natural momentum.
- The Ontario HIV Network will be partnering with the Toronto CBR Network. The Toronto CBR Network will pilot the Ontario HIV Network's materials. The final materials will then be jointly rolled out.
- The Toronto CBR Network makes it a practice to have very concrete action-items. Almost all work and communication was done via email.

[Following discussion included CPS Mentoring Workgroup and CCPH staff only]

Agenda Item

Community Partners listserv protocol—discuss and finalize

- Kristine shared that there will be 1 or 2 orientation calls for the individuals interested in joining the workgroup. The calls are scheduled November through December, so that everyone will be up to speed by January.
- There was some concern that the CPS mentoring workgroup needed to get buy-in from the Policy workgroup.
 - Kristine commented that there were very few active members on the Policy Workgroup; however, she is keeping them updated.
- Clarification was made on the difference between the workgroup and listserv.
 - The workgroups would be a “safe place” for participants to honestly share their challenges/questions.
 - Desire to be transparent in workgroup membership and not create barriers toward accessing the information.
 - Individuals who are interested in the workgroup should be aware of the expectations of membership (i.e., honesty, action items)
 - It was suggested that potential workgroup members be given a summary of the history of the workgroup and scope of work/expectations prior to the orientation calls.
- Specific edits to the policy included:
 - Page 4, Section “More information about you”. This section would be only for workgroup members.
 - Page 2, in response to the “Note from Sarena.” Participants in the call felt strongly that individuals interested in the workgroup should be fully informed on the role and expectations of workgroup members.
 - ACTION ITEM: Kristine to resend out CPS Listserv Policy Draft with edits accepted in order to facilitate document review.

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