<p style="text-align:center">Community of Practice Zoom Meeting
December 7th, 2022 1:00 – 2:15 p.m.</p>

<p style="text-align:center">**Meeting Minutes**</p>

Welcome and Introductions

Introductions were shared among all present, including Community of Practice members, Knowledge Hub team, and representatives from the Public Health Agency of Canada (PHAC).

Greetings from PHAC

Jessica Laurin introduced the PHAC team and discussed the roles of the Knowledge Hub and PHAC as related to the projects funded through the *Preventing and Addressing Family Violence: The Health Perspective* investment.

A Framework to guide the work of the Community of Practice

At the Knowledge Exchange held in Toronto November 8th and 9th of 2022, Terms of Reference were proposed for how the Community of Practice (CoP) would work together. Some elements of the Terms of Reference were pre-determined, such as membership, area of focus (trauma and violence-informed health promotion and intervention research) and timeframe (based on the funding provided by PHAC).

Based on conversations at the Knowledge Exchange, we shifted the focus from Terms of Reference to a Framework. From these conversations it was reaffirmed that all our work and interactions need to be trauma- and violence-informed, and the CoP members, facilitated by the Knowledge Hub team, need to develop guidelines to more formally guide our interactions and work together. Elements of this Framework include:

- A process for decision-making when decisions are required
- A clear statement around the transparency of knowledge that may be shared beyond the CoP and in what form
- A strong Equity, Diversity and Inclusion statement
- Communication guidelines (support for and input)
- Conflict resolution guidelines

The virtual December 7th meeting provided an opportunity to review what should be included in the Framework and the process for how it should be created. The following input was received through small group discussions:
- the Framework needs to be presented in a single, concise document
- the Framework can be developed by adapting existing documents, while ensuring members are able to co-create additional aspects of the Framework that specifically represents this CoP
    - This is particularly important regarding the Knowledge Sharing in Practice Statement and the Equity, Diversity, & Inclusion Statement
- many members felt that our CoP needs to be better defined in terms of our goals and objectives, as well as better get to know each other and the projects represented here, before finalizing parts of the Framework
    - the Framework should be considered a living document, open to continual questioning, editing, and evolution as members of the CoP continually (re-)conceptualize who we are and what we want to do together

Knowledge Hub updates
The Knowledge Hub team shared some updates.
- Staffing updates:
    - Allison Gray has joined the team as the Research Coordinator, replacing Jenna Lopez who is on parental leave
    - Sabry Adel Saadi has joined the team as an Implementation Coordinator (Francophone)
    - Lillian Woroniuk remains as an Implementation Coordinator (Indigenous)
    - Anna-Lee Straatman remains as the Project Manager of the Knowledge Hub
    - Linda Baker continues as the Learning Director of the Knowledge Hub, but is set to retire officially at end of February 2023
- Website reconfiguration: The Implementation Coordinators will be reaching out to CoP members for bios and other details to create content for Project Profile pages on KH website (www.kh-cdc.ca) while the website undergoes some re-structuring to accommodate the new wave of funded projects and our growing CoP membership
- The KH has set up a Microsoft Teams project to allow CoP members to voluntarily access documents and communicate with each other (the Knowledge Hub will examine its usefulness after one year)