



Meeting Management Manual - Special Meetings

2024 - VERSION 1.4

SWITCH BC

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About the OHS Resource Centre

The Occupational Health and Safety (OHS) Resource Centre is an online platform for all healthcare Joint Occupational Health and Safety Committees (JOHSC) and leaders. It provides easy access to agendas, minutes, resources, and actions to improve and enhance a culture of safety throughout B.C.

This manual is for all health care workers accessing the OHS Resource Centre. All registered health care employees can access the OHS Resource Centre to view JOHSC meeting minutes in their organization and provincial OHS resources. JOHSC members, unions, and employer leaders can also manage meeting schedules, meeting minutes, resources, and reports from the committees they belong to.

The OHS Resource Centre was developed by SWITCH BC, with funding from the Nurses' Bargaining Association, the Facilities Bargaining Association, and the Ministry of Health. The OHS Resource Centre is supported by health unions (bargaining associations), health employers, and the Doctors of BC.

About SWITCH BC

SWITCH BC, which stands for Safety, Wellbeing, Innovation, Training and Collaboration in Healthcare, is an organization focused on the health, safety, and wellbeing of everyone working in healthcare in B.C. It is a collaboration of unions, physicians, and employers working together to support provincewide innovation, prevention, and training, and enhancing the culture of safety in all healthcare workplaces in B.C. Learn more at switchbc.ca.

Additional Manuals and Resources

Note

- There are two types of meetings specific to JOHSC members:
 - Recurring meetings – Process outlined in 'Meeting Management Manual'
 - Special meetings – Process outlined below

Note

- The suggested and best viewing of the OHS Resource Centre is using a 1440 X 900 screen resolution at 100% zoom within your Chrome or Microsoft Edge web browser.

This manual was last updated October 9th, 2024. If you have questions, or find an error or omission in this document, please email SWITCH BC at ohsresourcecentre@switchbc.ca

1. Scheduling Special Meetings

Scheduling special meetings in the OHS Resource Centre allows for flexibility in addressing urgent or specific issues that arise outside of regular meeting schedules. Special meetings can be created as needed, with no restrictions on the number of meetings that can be scheduled. The process involves selecting a subject for the meeting, adding a location and dial-in options, and inviting relevant committee members.

Once scheduled, these meetings enter the finalized phase. During this phase, the agenda cannot be altered until the meeting date, though the meeting itself can still be managed, including rescheduling if necessary. If any new action items are tabled and discussed at a special meeting, they will later be shown as an old agenda item at the next regular meeting.

Note

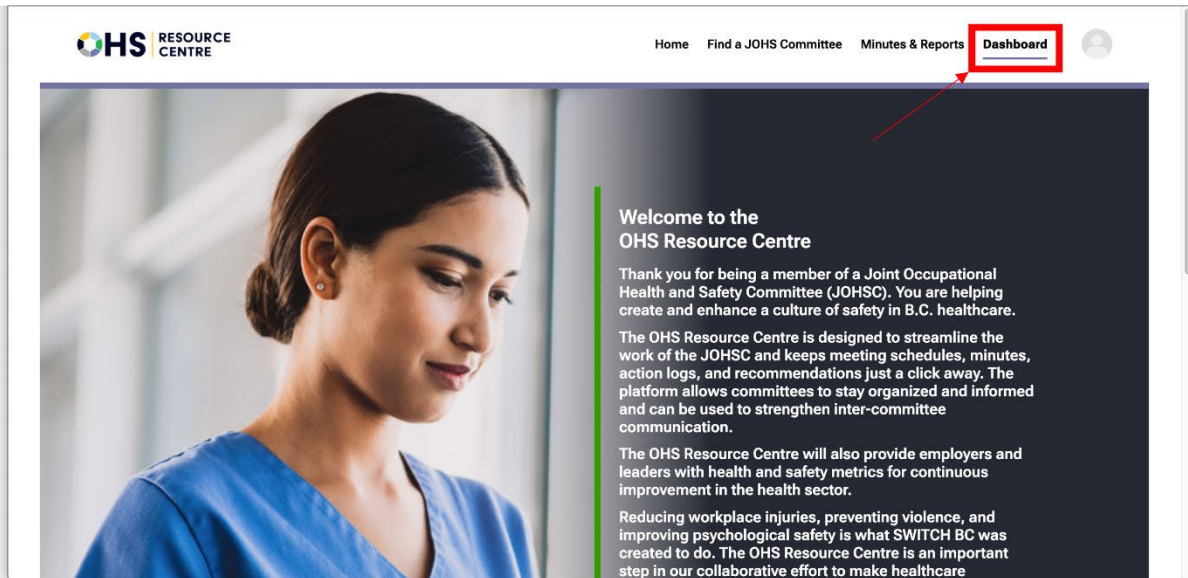
- Special Meeting Agenda Items must be added manually as the old agenda item for a regular meeting.

1.1 Scheduling a Special Meeting

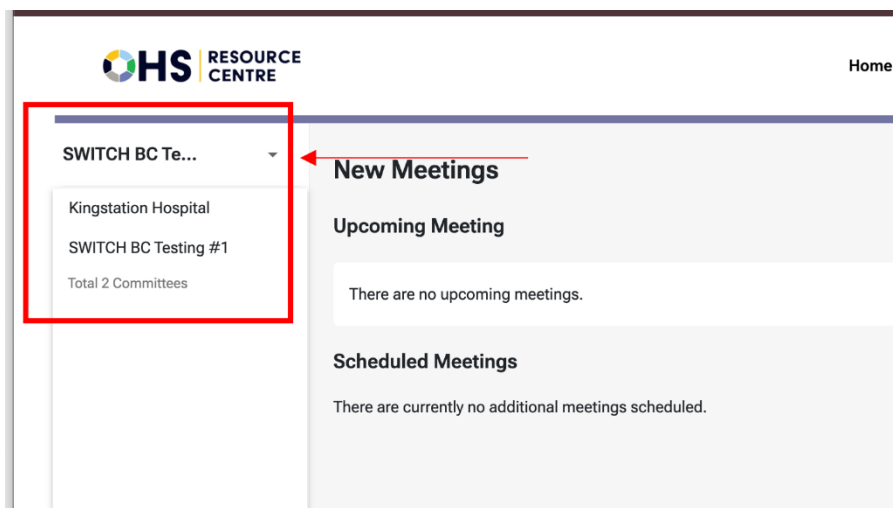
Applies to:

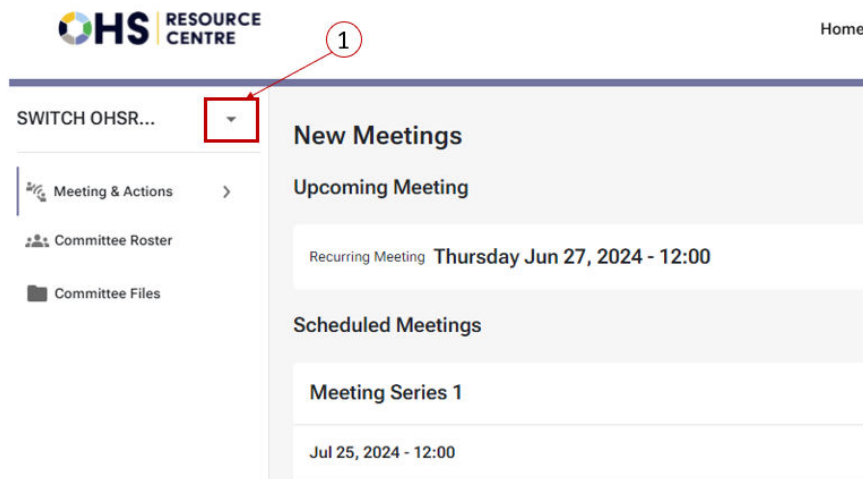
- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (worker and employer)

- 1.1.1 There may be a need to schedule a special meeting to address urgent issues or specific topics that cannot wait until the next regular meeting. Special meetings ensure that critical, time-sensitive matters receive immediate attention and input from committee members. To begin, sign in with your Co-Chair or Admin Assistant account, following the instructions in the 'OHS Resource Centre User Management Manual.
- 1.1.2 On the header of the page, click on the 'My Dashboard' tab.



1.1.3 From the drop-down options, select the committee to which you belong.

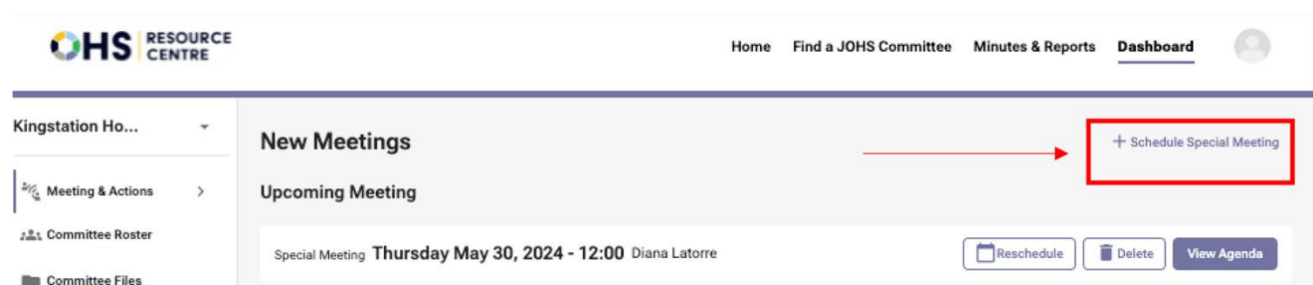




- 1.1.4 By default, you will always land on the 'New Meetings' page. Here, you can schedule a 'Special Meeting' or a 'Recurring Meeting'.

Note

- The quorum requirement needs to be set up before a meeting is started as it impacts the reporting and minutes PDF. However, the meeting can still proceed if the quorum is not met. Setting a quorum requirement is done under the committee roster tab, following the instructions in the OHS Resource Centre Meeting Management Manual in the "Set Up the Quorum" section.



- 1.1.5 Select '+ Schedule Special Meeting' at the top of the screen, and the 'Schedule Special Meeting' form will appear. There are five steps to complete this process, they are as follows:

1. 'New Meeting'

2. 'Draft Meeting Agenda'
3. 'Select Recipient'
4. 'Select Date'
5. 'Review Meeting Invite'

Home Find a JOHS Committee Minutes & Reports **Dashboard**

Schedule Special Meeting

1 New Meeting 2 Draft Meeting Agenda 3 Select Recipient 4 Select Date 5 Review Meeting Invite

Subject of Special Meeting
Required

Meeting Location

Dial-in Options
Instructions for remote meeting attendance.

0/500

Cancel Next

- 1.1.6 In the first form, complete the 'Subject of Special Meeting' section, add the 'Meeting Location' (be as specific as possible for your attendees), and share the 'Dial-in Options' (or copy/paste your virtual meeting link as per the screenshot).

Home Find a JOHS Committee Minutes & Reports **Dashboard**

Schedule Special Meeting

1 New Meeting 2 Draft Meeting Agenda 3 Select Recipient 4 Select Date 5 Review Meeting Invite

Subject of Special Meeting
Required

Meeting Location

Dial-in Options
Instructions for remote meeting attendance.

Water leak in second floor bathroom causing slip hazard

1st floor office area

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NmlxNjZiMTQtNDIzZi00ZTc1LTk2NjEtYWED0Tg0Mjc3YzBk%40thread.v2/0?context=%7b%22Tid%22%3a%2212345678-90ab-cdef-1234-567890abcdef%22%2c%22Oid%22%3a%2298765432-1234-5678-90ab-cdef-1234-567890abcdef%22%7d%7d

244/500

Cancel Next

1.1.7 You will be directed to the 'Draft Meeting Agenda' page. The draft meeting agenda in the OHS Resource Centre includes four main types of items:

1. **Standing agenda items:** regular topics that are consistently discussed in every meeting.
2. **Suggested agenda items:** new topics proposed by committee members.
3. **Long-running agenda items:** items discussed or postponed for months and not closed. The number of months can be configured in the committee roster tab, as shown in the screenshot below.
4. **Deferred agenda items:** issues that were previously discussed but not resolved, needing further attention in the upcoming meeting. These items do not exceed the number of months required to become a long-running agenda item.

Note

- Often, special meetings are called to deal with a new or imminent issue that cannot wait until the next scheduled meeting. If this is a new issue, follow the suggested agenda items procedure.

Co-Chair	Committee Co-Chair
BCNU 2/2	<div>Co-Chair Committee Co-Chair</div> <div>Alternate Committee Member</div> <div>Regular Committee Member</div>
+ Add Member	

Co-Chair	Committee Co-Chair
BCEHS 2/2	<div>Co-Chair Committee Co-Chair</div> <div>Alternate Committee Alternate M...</div> <div>Regular Committee Member</div>
+ Add Member	

Non-Committee Members	
Admin Assistant Admin Assistant	Ex-Officio Ex Officio

Operating Employer	Affiliate
Committee Name/Site	KDH Hospital
Multiple Employer	No
Facility	123 BCA
Next Annual Evaluation Date	Aug 14, 2024

Quorum	
Minimum # of attendees	2
Minimum # of workers	1
Minimum # of employers	1

Representation Structure	
Worker Representation	Members
BCNU	2
Employer Representation	Members
BCEHS	2

Agenda Settings	
Mark as long-running item if an agenda has been carried over for	3 months
Edit Settings	

- 1.1.8 You can add a recorder(s) for the meeting by selecting the '+ Add Recorder' option at the top of the form (see screenshot). You can add up to 4 additional meeting recorders while scheduling the meeting. The Meeting Recorder is responsible for starting the meeting, recording the proceedings, making necessary changes to the meeting interface, and editing the draft minutes.

Schedule Special Meeting

1 2 3 4 5
 New Meeting Draft Meeting Agenda Select Recipient Select Date Review Meeting Invite

Meeting Recorder
Max 4 members

Agenda Items

Standing Agenda Items

Agenda Item
Acceptance of Agenda
Acceptance of Minutes

Long-running Agenda Items

Agenda Item	Date Created
There are no long-running agenda items	

Deferred Agenda Items

Agenda Item	Due In
All fire extinguishers past inspection date	30 days

Agenda Preview

Est. Time Standing Agenda Items

No standing agenda items scheduled for this meeting, add standing agenda items from the left hand side.

Est. Time Old Business

No old business item scheduled for this meeting, add old business items from the left hand side.

Est. Time New Business

No new business item scheduled for this meeting, add new business items from the left hand side.

👤 Jodie Marshall ✕ + Add Recorder

1.1.9 Add agenda items by hovering over the hyperlinked agenda items. When your mouse hovers over the agenda items, a '+ Add' will appear (screenshot number 1).

Deferred Agenda Items

Agenda Item	Due In
All fire extinguishers past inspection date	30 days
First aid kit still missing	30 days
Sign posted on office doors to remind staff to e	30 days
Lighting Issue	30 days
Review the mold in the second floor	N/A
202417	30 days

Suggested Agenda Items

Agenda Item	Date Created
asdasdadsd	May 21, 2024
gfgtft	May 21, 2024

+ Create New Suggestions

+ Add

+ Add

1
2

Cancel
Back
Invite Committee Members

- 1.1.10 After the agenda item is added to the meeting agenda, you can remove it (number 4) or rearrange it (number 3) by hovering over the item.

The screenshot shows the 'Meeting Recorder' interface. On the left, under 'Agenda Items', there are two sections: 'Standing Agenda Items' and 'Long Running Agenda Items'. The 'Long Running Agenda Items' section contains a table with two items: 'All fire extinguishers past inspection date' (created Apr 10, 2024) and 'First aid kit still missing' (created Apr 11, 2024). A red box highlights the 'Added ✓' status for the first item. On the right, the 'Agenda Preview' section shows a list of items. A red box labeled '3' points to a drag handle icon (four dots) next to the '10 Mins' duration for the first item. Another red box labeled '4' points to a close button icon (an 'X') next to the same item. The interface also includes a '+ Add Recorder' button in the top right corner.

- 1.1.11 Once you have selected your agenda items, select the 'Invite Committee Members' button (above screenshot number 2). This will initiate an automated invitation to the special meeting for the committee members.
- 1.1.12 After selecting the 'Invite Committee Members' button, you will open the 'Select Recipients' form. Here, add committee members by selecting the tick box next to the members' names (step 1 in the screenshot). You can invite guest attendees by adding their email addresses at the bottom of the form (step 2 in the screenshot).

Schedule Special Meeting

1 2 3 4 5
New Meeting Draft Meeting Agenda Select Recipient Select Date Review Meeting Invite

Worker Representatives

BCGEU

Regular

committee memberone

☒

Jodie Marshall

☒

Mary Cochairone

Co-Chair

☒

Alternates

committee membertwo

☒

Employer Representatives

Affiliate

Regular

committee cochairtwo

Co-Chair

☒

Emily Smith

☒

Alternates

Non-Committee Members

admin assistant

Admin Assistant

☒

Diana Latorre

Employer Practitioner

☒

ex officio

Ex-Officio

☒

Additional Guests

Enter email to invite guests to join this meeting, they will receive an invite email with the finalized agenda attached.


Guest email

Cancel
Back
Select Date

- 1.1.13 Once you have added the committee members, navigate to the 'Select Date' button (step 3 in the screenshot) at the bottom of the form to move to the next screen.

Additional Guests

Enter email to invite guests to join this meeting, they will receive an invite email with the finalized agenda attached.

Safetyconsultant@healthcare.co  Guest email


Cancel Back **Select Date** 3

- 1.1.14 To select a meeting date, select the calendar icon in the 'Meeting Date' box to view upcoming dates. This is then followed by completing the 'Starting Time' and Estimated End Time' sections (screenshot number 1). Once these details are inputted, select the 'Review' button (screenshot number 2) to move to the next phase.

Schedule Special Meeting

1 —
 2 —
 3 —
 4 —
 5

New Meeting *Draft Meeting Agenda* *Select Recipient* *Select Date* *Review Meeting Invite*

Meeting Date Jun 06, 2024 
MMM DD, YYYY

Starting Time 1 → 15:30

Estimated End Time 16:30

Cancel Back **Review** 2

- 1.1.15 The 'Review Meeting Invite' allows an opportunity to check all the meeting invite details. Selecting 'Edit' will take you back to the relevant section to make your changes. Once you have confirmed the meeting details, press the button 'Send Meeting Invite' at the bottom of the form.

1.2 Starting the Meeting

Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (worker and employer)
- Committee Members with meeting recorder privileges

1.2.1 To start the meeting, select the button at the top of the form, 'Start Meeting' on the New Meeting page. A pop-up box will appear asking you to confirm that you want this action to occur.

Note

- The meeting can be started at any time within 24 hours before the scheduled start time.

Ready to start meeting?

By clicking "Yes, start meeting" you are confirming to initiate the meeting.
Please note this action is irreversible

No, Go Back

Yes, Start Meeting

1.2.2 As described in the 'Meeting Management Manual' quorum does not need to be met for a meeting to proceed. Even if the quorum is not met, the meeting will still take place, allowing discussions and decisions to continue even if the full committee is not present.

If quorum is met/not met, user will be able to perform following tasks:

- a. Add/edit discussion notes
- b. Upload files to the agenda item (can download existing attachments).
- c. Add new action items to agenda items.
- d. Can edit existing action items (change name, due date, status, assignees, description, etc.).
- e. Can make decisions (complete, reject, post-pone etc.) to agenda item.

Note

- For special meetings, if adjourned without quorum, minutes can be edited or published just like a recurring meeting and PDF will be generated.

The screenshot shows the OHS Resource Centre dashboard for KDH Hospital. The 'Current Meeting' section is active, displaying the 'Attendance & Quorum' status as 'Quorum Not Met' with a red 'X' icon. Below this, there are tables for 'Worker Representatives', 'Employer Representatives', and 'Non-Committee Members & Guests'. Each table has columns for 'Invited' and 'Present' status. The 'Meeting Agenda' section is also visible, with a table listing 'Standing Agenda Items', 'Old Business', and 'New Business'. The sidebar on the left contains navigation links for 'Meeting & Actions', 'Committee Roster', and 'Committee Files'.

Worker Representatives		Employer Representatives		Non-Committee Members & Guests	
	Invited	Present		Invited	Present
Committee Co-Chair	BCNU	<input checked="" type="checkbox"/>	Committee Member	BCEHS	<input checked="" type="checkbox"/>
Committee Member	BCNU	<input checked="" type="checkbox"/>	Committee Member	BCEHS	<input checked="" type="checkbox"/>
Committee Member	BCNU	<input checked="" type="checkbox"/>	Committee Member	BCEHS	<input checked="" type="checkbox"/>

	Invited	Present
Ex Officio	Ex.O	<input type="checkbox"/>
Admin Assistant	Admin	<input type="checkbox"/>
Employer Practitioner	EP	<input type="checkbox"/>

Meeting Agenda	Approved?
Standing Agenda Items	<input type="checkbox"/>
Old Business	<input type="checkbox"/>
New Business	<input type="checkbox"/>

- 1.2.3 To meet the quorum requirements in the OHS Resource Centre, you must ensure that the meeting meets the quorum established in the Committee's Term of References (ToR) and set up in the 'Committee Roster' tab in the OHS Resource Centre.
- 1.2.4 Add the attending members by selecting the checkboxes next to their names (number 1 in the screenshot). Once you finish taking attendance, tick the 'approved' button and review if the agenda is acceptable or if you need to add any other agenda items. Then select the checkbox to approve the meeting agenda items and decide on them (number 2 in the screenshot).

Note

- The 'Approved?' button has no built-in logic or functionality; it simply needs to be checked as part of the process. Additionally, attendance can be updated at any time during the meeting. Even if quorum is not met, the meeting can still proceed.

1.2.5 One of the designated Meeting Recorders must be defined as the Primary Recorder, who will be ultimately responsible for recording the proceedings and making necessary changes during and after the meeting. The Primary Recorder can be selected from a dropdown list of all committee members. However, if a member who has not been previously assigned as a Meeting Recorder is selected, the system will not automatically grant them Meeting Recorder privileges. This is why the Meeting Recorders must be defined before the start of the meeting, in both the Edit Agenda and Finalized Agenda screens.

Note:

- It's important to note that the Primary Recorder designation is for informational purposes only and does not carry additional functionality beyond what is granted to a Meeting Recorder.

The screenshot shows the 'Current Meeting' interface. At the top, there's a 'Primary Recorder' dropdown and buttons for 'Reschedule Meeting' and 'Adjourn Meeting'. Below this is the 'Attendance & Quorum' section, which is currently marked 'Quorum Not Met'. It lists three groups: 'Worker Representatives', 'Employer Representatives', and 'Non-Committee Members & Guests'. Each group has columns for 'Invited' (all marked with green checkmarks) and 'Present' (checkboxes). Red box '1' highlights the 'Present' checkboxes for the first member in each group. Below the attendance section is the 'Meeting Agenda' section, which has a table with 'Standing Agenda Items', 'Old Business', and 'New Business'. A red box '2' highlights the 'Approved?' checkbox, which is currently checked with a green checkmark.

1.2.6 After you approve the meeting agenda, you still can add agenda items in the old business and new business section. As shown in the screenshot, you can add 'New Business' (by following steps number 1 and 2), or you can select "Add from List" as shown in step 3.

Note

- To add a standing agenda item to a special meeting agenda, you must include it during the set-up meeting process. Once the meeting invitation is sent, you cannot add new items to the agenda.

The screenshot shows a web interface for a 'Meeting Agenda'. At the top, there is a title 'Meeting Agenda' and a checkbox labeled 'Approved?'. Below this, there are two expandable sections: 'Standing Agenda Items' and 'Old Business', each with a right-pointing chevron. The 'New Business' section is expanded, showing a list item 'Mens Bathroom Sink' with a calendar icon. Below the list item are two buttons: 'Add From List' and 'Create New Suggestion'. Three red callouts are present: callout 1 points to a dropdown arrow in the top right of the 'New Business' section; callout 2 points to the 'Create New Suggestion' button; and callout 3 points to the 'Add From List' button.

Meeting Agenda

Approved? ☐

Standing Agenda Items >

Old Business >

New Business

Mens Bathroom Sink

1

2

3

Add From List

Create New Suggestion

- 1.2.7 When you select 'Add From List,' a pop-up box will appear that shows a list of existing agenda items. Select the items that need to be added to the agenda by selecting the checkbox, followed by 'Add Selected' (see screenshot).

Add Old Business

×

ID# ↑	Name	
1	All fire extinguishers past inspection date	<input type="checkbox"/>
5	• Sign posted on office doors to remind staff to o	<input type="checkbox"/>
6	Lighting issue	<input checked="" type="checkbox"/>
7	Review the mold in the second floor	<input type="checkbox"/>
8	202417	<input type="checkbox"/>
11	gfgtft	<input type="checkbox"/>

Cancel

Add Selected

1.2.8 You will then see that your agenda item to be discussed has been added to the agenda.

1.2.9 If you need to add a new suggested item to the meeting agenda, select the option 'Create New Suggestion'.

Meeting Agenda

Approved? ☒

Standing Agenda Items



Old Business



New Business



Fire escape
check

20 mins



Add From List

Create New Suggestion

1.2.10 This will open a form for you to add details on the new agenda item. In the screenshot of the form, you will find highlighted areas depicting where to add the agenda item, the estimated duration for the discussion, the purpose (action or information), a description for the group to help them understand the issue/item, and you can also add supporting files. Once this is complete, select the 'Add' button to move this to the agenda.

Add [X]

Agenda Item*

Estimated Duration*

Purpose* Action Information

Description*

B *I* **:=** **1/2=** A **A** **▼** **A** **▼**

Ensure Form 123 is sent to manager re: this action item.

Files

+ Attach Files

Cancel **Add**

1.2.11 To add supporting documents to agenda items, click the file icon (labelled number 1 in the below screenshot - 'Attach Files'). To add action items related to an agenda item, click '+ Add Action Item' (labelled number 2 in the screenshot).

Note

- Please only click the 'Complete' button (labelled number 3 in the screenshot) when the committee decides the agenda item does not need further discussion, and the goal is complete. All the changes will be saved automatically.

The screenshot displays the 'Meeting Agenda' interface. On the left, a sidebar lists agenda categories: 'Standing Agenda Items', 'Old Business', and 'New Business'. Under 'New Business', two items are listed: 'Ordering radios' (20 mins) and 'Fire exits' (50 mins). The 'Fire exits' item is highlighted. Below the list are buttons for 'Add From List' and 'Create New Suggestion'. The main panel shows details for the 'Fire exits' item, including its duration (50 Min.), a creator (admin assist...), and a purpose. The 'DESCRIPTION & ACTIONS' tab is active, showing a description of 'Check fire exits'. Below this, the 'Action Items' section contains a red-bordered button labeled '+ Add Action Item' (callout 2). The 'Files' section contains a red-bordered button labeled '+ Attach Files' (callout 1). At the bottom, there are three buttons: 'Reject Agenda Item', 'Withhold Decision', and a red-bordered 'Complete' button (callout 3). Red arrows and circles with numbers 1, 2, and 3 point to these specific buttons.

1.2.12 When you click 'Add Action Item' to an agenda item, a pop-up box will appear for you to enter the details (see the 'Add Action Item' screenshot below).

Add Action Item

Action Item Name*

Check fire exits are not blocked

Due Date

May 27, 2024

Associated meeting:

May 26, 2024

Status

Created

Priority

High

Assign to

+ Add Member

Jodie Marshall

Description*

B

I

:

1

2

A

▼

A

▼

Check all floors' fire exist and work with team to review any items that could cause an obstruction. Report any obstructions that require machinery to move.

Files

+ Attach Files

2

Cancel

Add

1.2.13 Once the action item has been created, it will appear in the 'Action Items' section. It will be underlined and hyperlinked (as shown in the below screenshot, number 1). If you need to edit the action item, click the hyperlink, and modify it as required.

1.2.14 After adding the action items, you can make any decision on the agenda item or move to the next agenda item; the changes will automatically be saved.

Note

- An agenda item can be completed (number 3 in the screenshot) or rejected (number 2 in the screenshot). However, all its action items need to have cancelled or completed status. In the special meeting, if the committee does not decide during the meeting, they can click the 'Withhold Decision' button, and you can manually add it to the regular meeting. After you add it, it will appear in the old business section on the draft agenda page.

Action Items

[Check fire exits are not blocked](#) Created

Assigned Due: May 27, 2024

Add Action Item

Files

Attach Files

Reject Agenda Item Withhold Decision Complete

1.2.15 If the agenda item does not get discussed or the committee has not decided by the end of the meeting, select the option 'Withhold Decision' (see number 1 in the below screenshot). You can manually add it to the regular meeting. After you add it, it will appear in the next meeting agenda as an old business section on the draft agenda page (see number 2 in the screenshot).

The screenshot displays the 'Meeting Agenda' interface. On the left, under 'Standing Agenda Items', there is a list with 'Old Business' and 'New Business' sections. A red box labeled '2' highlights the item 'First aid kit still missing' with a duration of '5 mins'. An arrow points from this item to the right-hand panel. The right-hand panel shows the details for item #2, 'First aid kit still missing', created by Mary Cochran. It includes a 'Description' field with the text 'Sinclair 6th floor'. Below this is the 'Action Items' section, which contains a link 'Send a email to Practitioner' (marked 'Created') and an 'Assigned' field with the due date 'Apr 18, 2024'. At the bottom, there is a 'Files' section with an 'Attach Files' button. A red box labeled '1' highlights the 'Withhold Decision' button, which is next to a 'Complete' button. There is also a 'Reject Agenda Item' button.

1.3 Adjourning the Meeting

Adjourning a meeting in the OHS Resource Centre sends a notification about the draft meeting minutes specifying it as a special meeting. After adjourning, the meeting enters the finalized phase. The draft minutes of the meeting are generated, showing attendance, subjects discussed, and actions taken. These discussion notes are then reviewed, edited if necessary, and published. Any special meeting adjourned will be displayed in the system's past meeting series table, ensuring all details are documented and accessible whether the quorum is met or not.

Note

- If not manually adjourned, the meeting will be automatically adjourned by the system 24 hours after it starts.

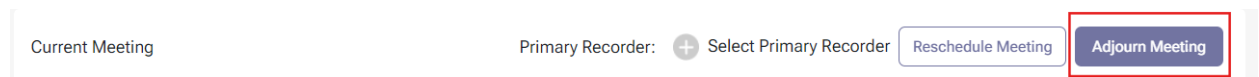
Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (worker and employer)
- Committee Members with meeting recorder privileges.

- 1.3.1 To adjourn the meeting, navigate to the top right side of the screen. When you select the 'Adjourn Meeting' button, a pop-up box asks you to verify the request (see screenshot).

Note

- The Primary Recorder must be selected before adjourning the meeting. If the Primary Recorder has not been selected, a pop-up message will appear, prompting confirmation before proceeding with adjournment.
- If the recorder forgets to adjourn the meeting, the Primary Recorder field in the draft minutes will remain blank. However, it must be added later in the "Edit Minutes" screen before publishing the minutes



Adjourn Meeting?

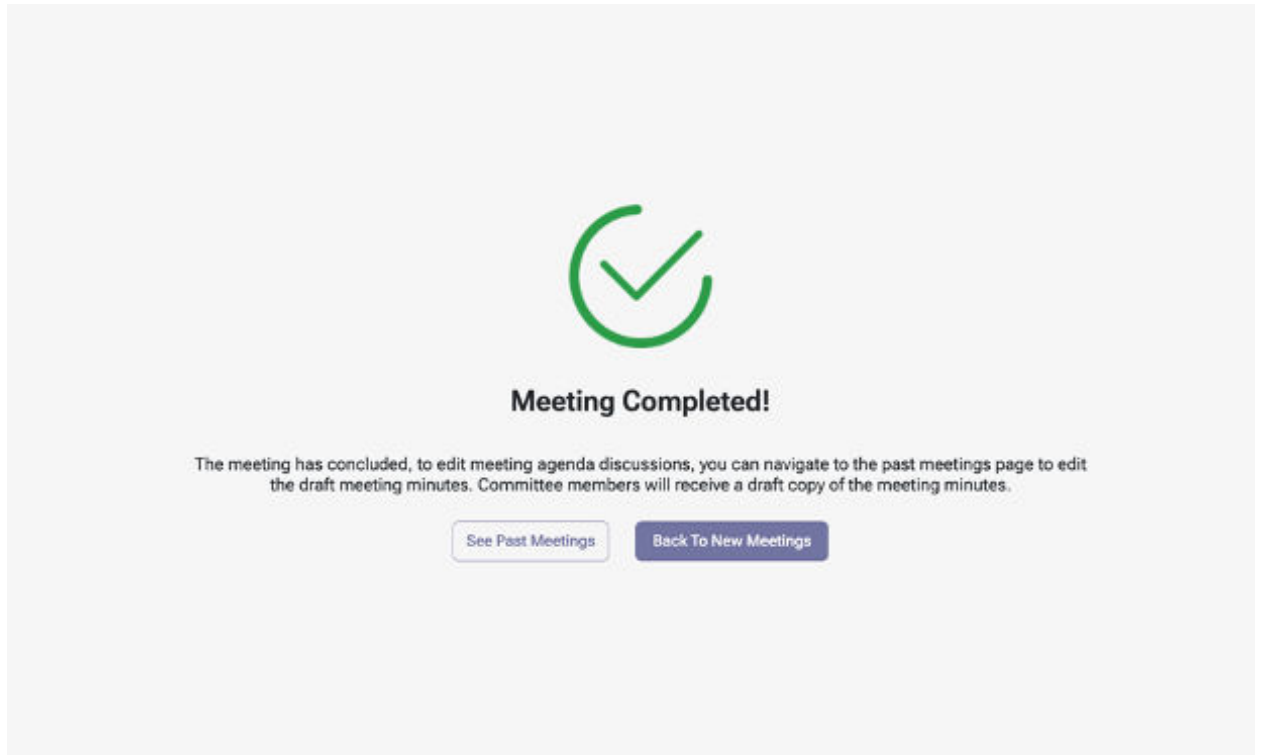
A draft minute of this meeting will be sent out to all committee members.

To review the draft minutes of this meeting, you can access this in the Past Meetings page in the side navigation from your dashboard.

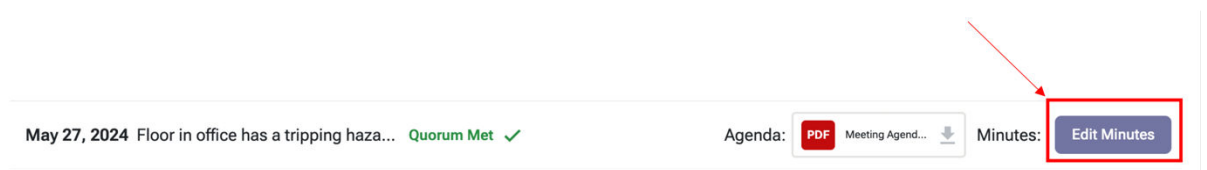
No, Go Back

Yes, Adjourn Meeting

- 1.3.2 Once you have selected the 'Yes, Adjourn Meeting' button, the 'Meeting Completed' screen will pop up.



- 1.3.3 You will then be back at the meeting list where you can select 'Edit Minutes' for your meeting prior to the minutes being published should you need to.



- 1.3.4 After selecting 'Edits Minutes,' you will open the meeting minutes page where you can validate that all the details were accurately recorded. Review the items in the agenda by opening the drop-down tabs (number 1 in the screenshot). When the meeting minutes have been validated, select the 'Publish Minutes' button (see number 2 in the below screenshot). Before selecting the Publish button, you can add or edit the Primary Recorder. If the Primary Recorder is not added before adjourning the meeting, it must be added prior to publishing; otherwise, the system will not allow the meeting minutes to be published. Once the minutes are published, all committee members will automatically receive a copy of the meeting minutes.

Note

- The only edits that can be made after the meeting has been adjourned are:

- ✓ Agenda item: attach files and modify agenda item descriptions and discussion fields.
- ✓ Action item: update name, due date, status, assigned to, description, and files fields.

The screenshot displays the OHS Resource Centre interface for a meeting on Oct 04, 2024, from 06:00 to 07:00. The primary recorder is a Committee Member. The meeting recorder section shows the attendance and quorum status as 'Quorum Not Met'. The attendance table lists participants under three categories: Worker Representatives, Employer Representatives, and Non-Committee Members & Guests. The Meeting Agenda section at the bottom is highlighted with a red box and a circled '1', showing items like Standing Agenda Items, Old Business, and New Business. A 'Publish Minutes' button is also highlighted with a red box and a circled '2'.

Worker Representatives		Employer Representatives		Non-Committee Members & Guests		
	Invited	Present		Invited	Present	
Committee Co-Chair	BCNU	✓	✓	Committee Member	BCEHS	✓
Committee Member	BCNU	✓	□	Committee Member	BCEHS	✓
Committee Member	BCNU	✓	□	Committee Member	BCEHS	✓
				Ex Officio	Ex.O	✓
				Admin Assistant	Admin	✓
				Employer Practitioner	EP	□

2. Rescheduling Meetings

Rescheduling a meeting in the OHS Resource Centre allows you to change the date and time of a finalized meeting (a finalized meeting means the agenda and details are confirmed and set). All changes are documented, including the reason for rescheduling, and the updated details are communicated to participants outside of the platform. In the future, the system will provide automatic updates when a meeting is rescheduled. For now, notifications must be sent manually. The meeting remains in the finalized phase, ensuring transparency and consistency.

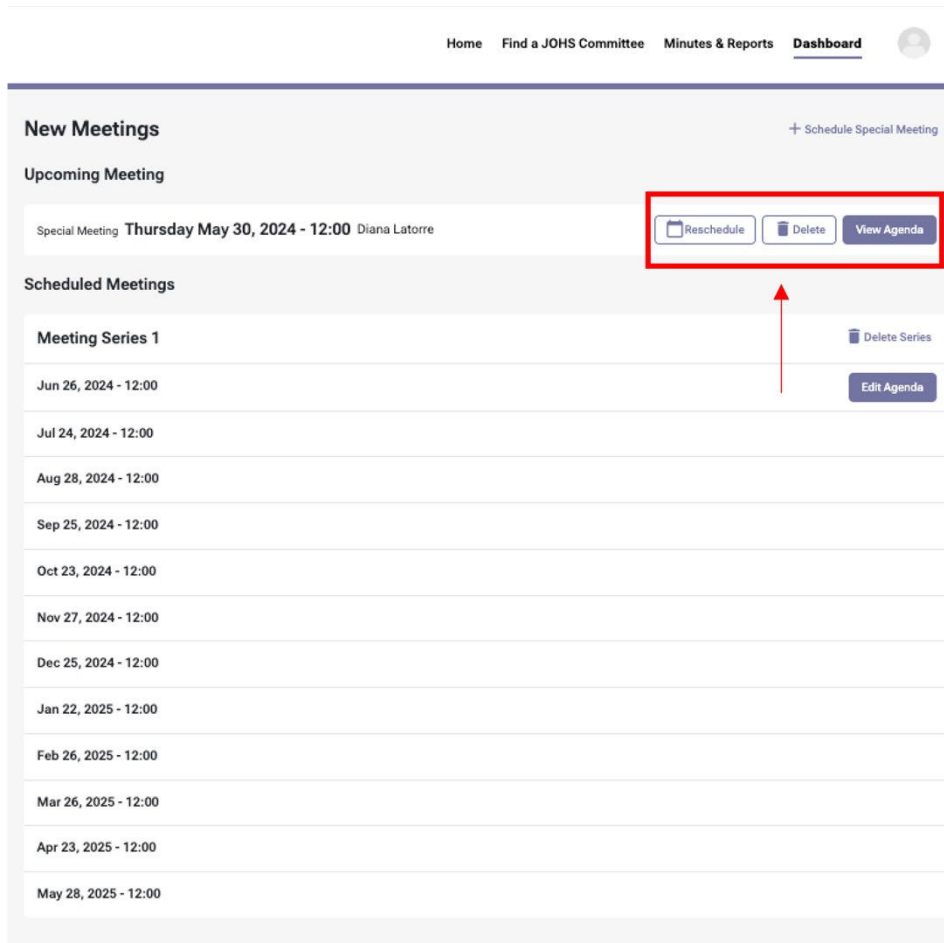
2.1 Rescheduling Meetings

Applies to:

- Admin Assistant
- Committee Co-Chair (worker and employer)

- Committee Members with meeting recorder privileges.

2.1.1 To start with the rescheduling process, select the 'Reschedule' button on the 'New Meetings' page. Refer to the screenshot below. The 'Reschedule' button will be available after you finish scheduling the special meeting.



2.1.2 You can also reschedule a meeting by clicking on the 'View Agenda' button; refer to the above screenshot.

2.1.3 Then, on the 'Finalized Meeting Agenda' screen, you can find a reschedule button from the bottom of the screen (see below screenshot).

Home
Find a JOHS Committee
Minutes & Reports
Dashboard

Finalized Meeting Agenda

Meeting Recorder

Max 4 members

+ Add Recorder

Attendance & Quorum Quorum Not Met ✖

RSVP

The meeting is scheduled for **May 30, 2024, 12:00**

I am **Not Attending** **Attending**

Worker Representatives

Mary Cochairone	BCGEU	<input type="radio"/>
committee memberone	BCGEU	<input type="radio"/>
committee membertwo	BCGEU	<input type="radio"/>
Jodie Marshall	BCGEU	<input type="radio"/>

Employer Representatives

committee cochairtwo	Affiliate	<input type="radio"/>
Emily Smith	Affiliate	<input type="radio"/>

Non-Committee Members & Guests

admin assistant	Admin
ex officio	Ex.O
Diana Latorre	EP

Add Guests

Enter email to invite guests to join this meeting, they will receive an invite email with the finalized agenda attached.

Guest email

Send Invitation

Finalized Agenda

PDF Meeting Agend... 02/1/08

Review Agenda

Est.time	Standing Agenda Items
Old Business	
New Business	
20 Mins	asdasdadsd
50 Mins	afgth

Reschedule

- 2.1.4 When you select 'Reschedule,' you will open the 'Reschedule Meeting' form where you can add the subject, location, and dial-in options in the 'Edit Meeting Settings' section.

Home Find a JOHS Committee Minutes & Reports **Dashboard**

Reschedule Meeting

1 Edit Meeting Setting 2 Edit Meeting Dates 3 Review

Subject of Special Meeting
Required

e.g. Mold growth on second floor ceiling of main building 1

Meeting Location

e.g. Room 330 Royal Columbian Hospital

Dial-in Options
Instructions for remote meeting attendance.

e.g. Web meeting link, phone number and extensions

0/500

Cancel Next

- 2.1.5 Complete the 'Edit Meeting Setting' section with your meeting information, as per the screenshot below, then select 'Next'.

Home Find a JOHS Committee Minutes & Reports **Dashboard**

Reschedule Meeting

1 Edit Meeting Setting 2 Edit Meeting Dates 3 Review

Subject of Special Meeting
Required

Floor in office has a tripping hazard due to ripped carpet

Meeting Location

Room 34 - third floor

Dial-in Options
Instructions for remote meeting attendance.

join/19%3ameeting_NmlxNjZlMTQlNDIzZi00ZTc1LTk2NjEtYWEOOTg0Mjc3YzBk%40thread.v2/0?context=%7b%22id%22%3a%2212345678-90ab-cdef-1234-567890abcdef%22%2c%22oid%22%3a%2298765432-1fed-cba0-9876-54321fedcba0%22%7d

258/500

Cancel Next

- 2.1.6 The next screen you will be taken to is the 'Edit Meeting Dates' form. Here, you will input your new meeting date (first following screenshot), followed

by the start and end times (second screenshot). Once this information is inputted, select the 'Review' button.

HomeFind a JOHS CommitteeMinutes & ReportsDashboard

Reschedule Meeting

1Edit Meeting Setting

2Edit Meeting Dates

3Review

Meeting Date

Starting Time

Estimated End Time

May 30, 2024

May 30, 2024 ~

SMTWTFSS

MAY

1234

567891011

12131415161718

19202122232425

262728293031

Review

Cancel

HomeFind a JOHS CommitteeMinutes & ReportsDashboard

Reschedule Meeting

1Edit Meeting Setting

2Edit Meeting Dates

3Review

Meeting Date

Starting Time

Estimated End Time

Jun 04, 2024

12:00

12:30

Back

Review

Cancel

SWITCH BC

33

- 2.1.7 Once you have selected 'Review,' you will move to the 'Review' form. Here, you can ensure all the details are accurately added and make any edits necessary by selecting 'Edit'.

Home Find a JOHS Committee Minutes & Reports Dashboard

Edit Meeting Setting Edit Meeting Dates Review

Subject of Special Meeting Floor in office has a tripping hazard due to ripped carpet

Meeting Location Room 34 - third floor

Dial-in Options MS Teams Link: https://teams.microsoft.com/join/19%3ameeting_NmlxNjZiMTQtNDIzZi00ZTc1LTk2NjEtYWE0OTg0Mjc3YzBk%40thread.v2/0?context=%7b%22Tid%22%3a%2212345678-90ab-cdef-1234-567890abcdef%22%2c%22Oid%22%3a%2298765432-1098-7654-3210-987654321098%22%7d

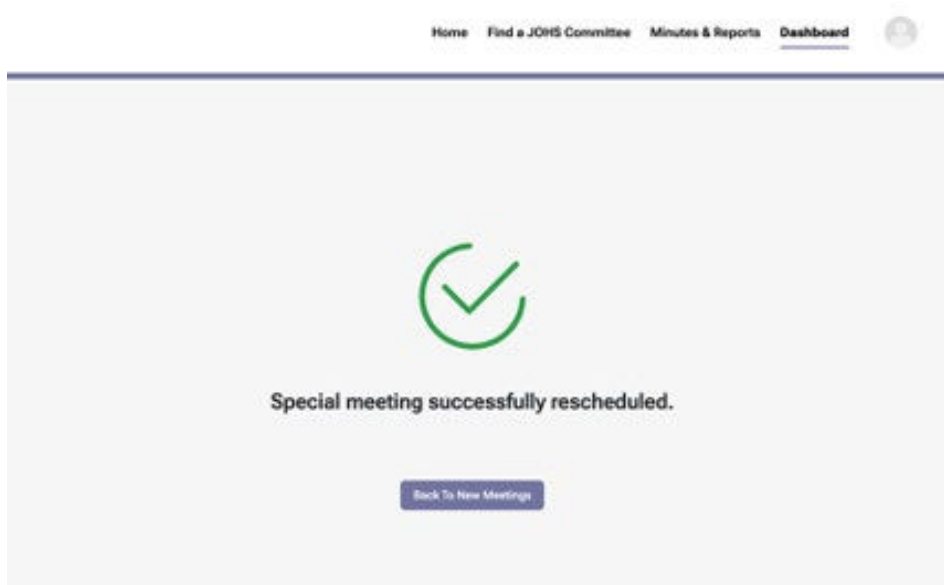
Meeting Date Jun 04, 2024

Starting time 12:00

Estimated end time 12:30

Cancel Back Reschedule

- 2.1.8 After confirming your information, press the 'Reschedule' button, and a confirmation screen will appear, as shown below.



Note

- If it is the next scheduled meeting, you will find your rescheduled meeting date and time at the top of the meeting list. Otherwise, it will appear at the bottom of the page. It will remain in the finalized phase.

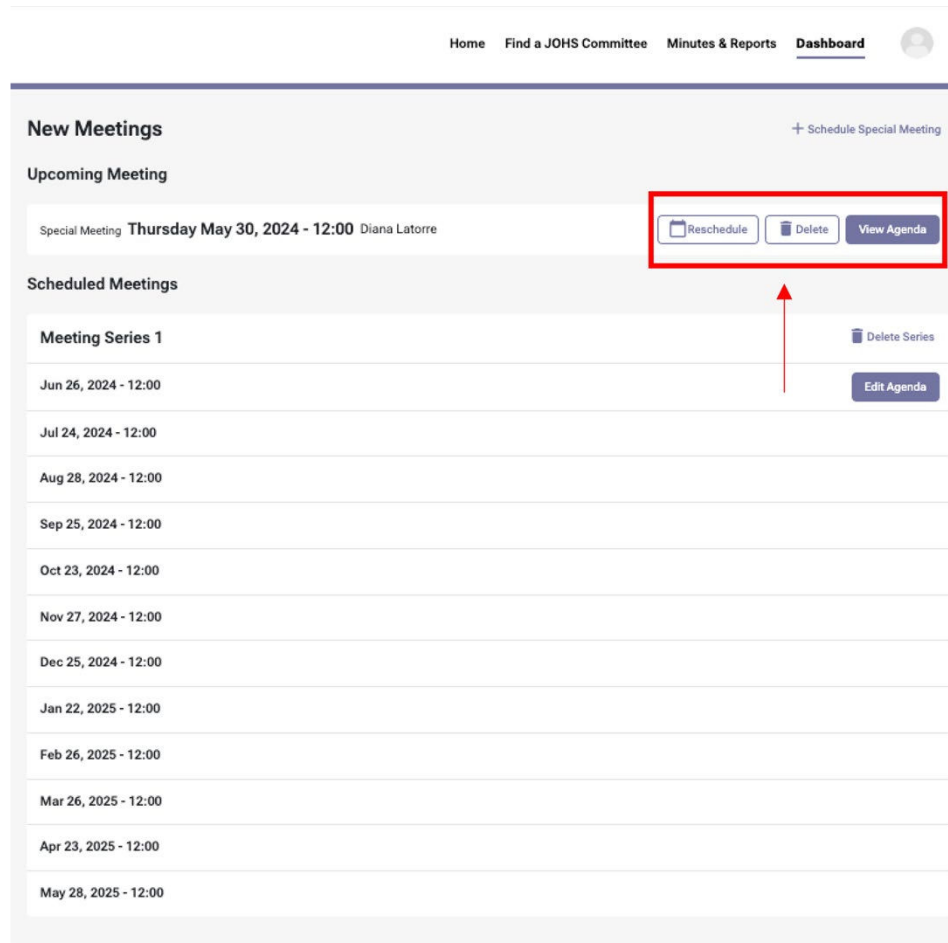
3. Deleting a Special Meeting

3.1 Deleting a Meeting

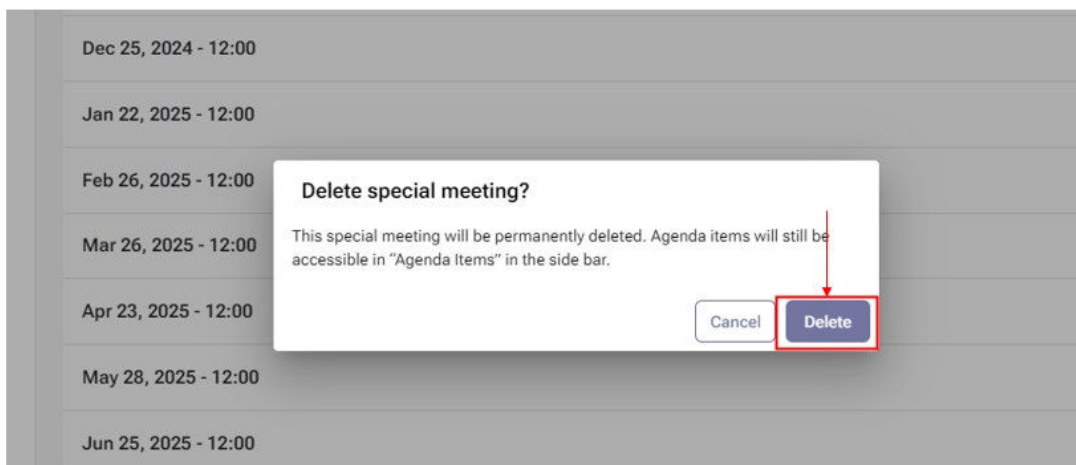
Applies to:

- Admin Assistant
- Committee Co-Chair (worker and employer)
- Committee Members with meeting recorder privileges.

- 3.1.1 Select the 'Delete' button on the 'New Meetings' page. Refer to the screenshot below. The 'Delete' button will be available after you finish scheduling the special meeting.



- 3.1.2 A pop-up window will appear. If you confirm the deletion, click the 'Delete' button to remove the meeting from the 'New Meetings' page.



Versioning Table

Version	Updated date	Changes Descriptions	Name
V1.1	4th October 2024	1. Quorum Not Met	Priyal
V1.1	4th October 2024	2. Primary Recorder	Priyal