



INFRASTRUCTURE STRATEGY TABLE MEETING

MINUTES

Thursday, June 11, 2009

9:30 a.m. - 11:00 a.m., YMCA Administrative Offices (22 Grove St)

Present:

Clarke, Debbie (Co-Chair)
Gallow, Marg

Kowalchuk, Shirlee
Newby, Glen

Veenstra, Kristina (recorder)
Woods, Deb

Regrets:

Bishop, Greg
Frampton, Bill

Groom, Sue
Horney, Sandra

Perdue, Gary (Co-Chair)

Absent:

King, Patrick

Suutari, Seija

1. Revise/Approve the Minutes from May 14, 2009 meeting

Minutes of May 14 were approved as circulated.

2. Approval of the Agenda

There are not enough members for quorum however those in attendance will move through the agenda items for information only.

*Exciting announcement – Coalition member Kathi Wallace has been appointed Director of Education at the SCDSB effective July 1, 2009. We congratulate Kathi and send our best wishes to current Director Gord Campbell who is retiring after 38 years in education! **ACTION: Deb to draft a letter on behalf of the Coalition to congratulate Kathi.***

3. Monthly Budget

Deferred

ACTION: Kristina to forward via e-mail.

4. Process for Proposals Submissions

See Funding Advisory Group draft below.

5. Terms of Reference

Deb provided copies of the Infrastructure Table terms of reference for review. Changes discussed. Secretariat will be reviewing these next week. **ACTION: Any comments please let Deb know ASAP. Some changes discussed: change to a maximum of 12 members, add a specific member recruitment strategy within the bullets and include “data consortium” as a group that reports to this Table.**

Deb distributed copies of the Funding Advisory Group draft terms of reference for review. The group has only met once in the context of the HRSDC proposal but it was identified as a need to continue this group as an ad hoc to address our operating revenue needs. **ACTION: Deb to modify the members to include community expertise for funding work and proposal writing may be considered, rework order of bullets and add “records of decisions” under communication. Deb to bring to Secretariat next week.**

6. Business Arising

- **Funding Advisory Group** as above
- **Data Consortium** There are some legal restrictions to what Kristina and Deb can do. We are not able to pull off the raw data under the Coalition or a member organization who has not signed the Stats Can licensing agreement. Deb and Kristina can only pull reports with raw data under New Path but not the Coalition. There is a concern as there are only 13 members who have signed and attended the training.

ACTION: need to translate the benefit of the data to other members who have not been included in the training. Shirlee to follow up with Michael O’Keefe. Deb to inform Secretariat and Council of the licensing issues.

- **Infrastructure Table Membership Update** deferred
- **Membership Strategy**
 - **Lapsed and New Recruitment List:** spoke to the RVH and OSMH membership and lack of response.
ACTIONS:
 - Need to use some of the verbiage from the Ministry of Health public website regarding community involvement for RVH and OSMH. Need to have Peter Hominuk and/or Michael O’Keefe, Terry Talon to conduct a presentation at the Board level at RVH.
 - Cold call from Peter Hominuk to OSMH CEO.
 - We should actively engage the City of Barrie, City of Orillia, Laurentian and Georgian College. Shirlee to follow up with Michael O’Keefe to contact Georgian College.
 - Joan Fullerton (Ministry of Education, Regional Office) is in Barrie and will be contacted by Debbie regarding potential interest in joining the Coalition.
 - SMDHU to contact the Ministry of Health – Deb to follow up.
 - Kristina and Deb to provide packages to Peter Hominuk, Michael O’Keefe and/or Terry Talon with MOA’s and a one-pager recruitment letter. Shirlee and Debbie to review the letter and help with the marketing and recruitment process.
 - We need to set consequences for members who do not pay fees as it is unfair to members who do pay. Peter to remind participants at Council meetings that only paid up members may vote.
 - Need to develop a process for outstanding member fees which ultimately means that once it reaches the Chair level then a decision has to be made - Debbie and Shirlee to review.
 - Kristina to send out a reminder letter to members who have not paid their fees.
 - **“Observer” Status Discussion** relationship to BANAC and member organizations wanting to have someone sitting at Council as an “observer” status if they are working on a specific project (e.g. Brenda Jackson for ACBC) alongside Patrick King (main contact). This status would relate to the life of a project/initiative and they would be a participant but non-voting. Practical nature and financial issues were discussed. The “funders” status is non-paying and non-voting which is already in place. **ACTION: feeling of attending members is that we would all benefit from such a status. Debbie to bring to Secretariat for further discussion. Deb to draft an amendment to the MOA for an “observer/non-voting participant” status for September’s Infrastructure meeting. Need to engage all our members at Council. It is the responsibility of the Chair to ensure that all members have a voice – Debbie to speak to Peter Hominuk about this. Deb to follow up with Kathy Anderson regarding covering the lunch at Council meetings (follow up from her offer of a couple of years back).**
 - **Website Provider Proposals:** Kristina spoke to 3 proposals that have been received: Atomic North, E-Solutions and Pavliks. Kristina has reviewed them and recommends E-Solutions (Sharepoint) and Pavliks (Sitefinity). Bill Frampton has not yet reviewed the Pavliks quote; we’d like Ken Edwards to review as well. **ACTION: Glen to speak to Ken regarding the Pavliks and E-Solutions proposals for a technical perspective regarding Sharepoint vs Sitefinity.**
- **Communication Strategy** Debbie spoke to her concern of whether marketing, membership and communication are all being worked on at the same time and should they all be included in one strategy. We need the professional feedback from members of this table.
- **Tony Morrison Update** the session occurred June 2 with very positive feedback from all who attended (37). Many thanks to CAS for bringing this opportunity to us. The main piece coming out of the session was that the Coalition needs to emphasize marketing of itself to its members and front-line staff. The larger networks (CTN, COMPASS, Best Start) are not needing Coalition support as they did in the past and we should be looking at the “non-popular” children’s issues. Although a media release was sent out about this day, no media attended the event. This could be as a result of local media staff reductions. Tony will be coming back in September and February for CAS so we may schedule another day with him.

Next Meeting: Thursday, September 10, 2009, 9:30-11:00 am, YMCA