



INFRASTRUCTURE STRATEGY TABLE MEETING MINUTES

Thursday, October 8, 2009

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

Present:

Bishop, Greg	Frampton, Bill	Veenstra, Kristina (recorder)
Clarke, Debbie (Co-Chair)	Gallow, Marg	Woods, Deb
Edwards, Ken		

Regrets:

Horney, Sandra	Kowalchuk, Shirlee	Perdue, Gary (Co-Chair)
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Absent:

King, Patrick	Suutari, Seija	
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1. Revise/Approve the Minutes from September 10, 2009 meeting

Minutes of September 10 were approved as circulated.

2. Approval of the Agenda

Agenda approved as circulated.

3. Quarterly Budget

Kristina walked through the quarterly budget and revenue notes. Have not heard back from the program funding proposal submitted through HRSDC. Letters to 50 service clubs and banks went out two weeks ago asking for sponsorship and donations for the Charter Launch November 20. Discussion on “honor” membership formula. Possibly pre-populate some of the invoices to let them know we are expecting a certain amount. Procedures need to be in place to support Kristina when questionable member fees are submitted and discuss next steps. Important to note: RVH has committed to the full \$7500 next year (submitted \$3500 this year) and OSMH submitted \$1,192 this year. **ACTION: Need to look at our invoice formula in January for next year. Deb, Debbie and Gary to draft speaking notes for the Council to address the revenue shortfalls. Kristina to take quarterly budget to Council on October 22 and co-chairs to let members know of the new procedures to be put in place for member fees being received. Develop a process on paper to address shortfall member fees – letter, phone calls etc.**

4. Business Arising

- **Funding Advisory Group** Deb reported that a request has gone out to the Funding Advisory Group to schedule the next meeting the week of October 12. Deb MacIlwee (New Path Foundation Board member) has also joined this group to help in the discussions. Terms of Reference for this group was approved at Council.
 - **Process for Proposal Submissions** Deb spoke to a comment that there needs to be a process around collaborative work by Coalition members not related to the Coalition strategic plan. **ACTION: Deb to report back with the Funding Advisory Group process discussion for coordinated planning (e.g. applying for year-end funding).**
 - **Next meeting: funding for Charter launch** Debbie reported that the Charter Launch group has met several times and she met with The County to discuss plans for November 20 from 1-3 p.m. Extra funds received could go towards our fund development of the Coalition as they are not specific donation or towards further work on the Charter. **ACTION: need advice from Funding Advisory on how to follow up with the sponsor letters.**

- **Georgian College Update** Debbie reported that she contacted her marketing contact at the College for help with Coalition marketing/communications. We are too late for this term but it could be an assignment for a marketing plan. **ACTION: Members support Debbie moving forward with this and contact Georgian. Need to ask if there will be any associated costs for the assignment (fees, supplies etc.) and is there a need for supervision or who is this done by. Deb to follow up with the Research department for membership recruitment in the Basic Needs group. Lakehead may also be a future possibility for help and maybe Coalition membership.**
- **LEAD** Debbie, Greg and Gary are meeting with Georgian College this afternoon to talk about the leadership program for front-line Supervisors and see how and if we can run this again. In the past, the College has been able to sponsor added bodies if necessary.
- **Membership Strategy**
 - **New Recruitment List:** Kristina walked through the membership update group. **ACTION: Kristina to update the chart and resend to members.**
 - **New member mentoring** Deb reported briefly that new members may require a mentor when they first come on board before first Council meeting etc. **ACTION: Bring back to next month's meeting with the orientation package.**
 - **Coalition Member Characteristics** FYI – Deb mentioned this at the last meeting that it would be helpful to have basic information on our members (size of budget, number of clients served, number of staff etc.) to help when submitting proposals. This could be incorporated in our MOA and invoice signing yearly. **ACTION: bring forward as part of revised invoicing/MOA process.**
 - **Communication Strategy and Website** Kristina reported that she has had much training in Sitefinity over the last month and is continuing to insert content. The French site, data consortium and Student Support Leadership service maps are priority. Looking to launch in November. **ACTION: Kristina to provide the temporary link to members for review in the next couple of weeks.**
 - **Coalition groups' use of CYFS Website** Would like to eventually make the site as inclusive as possible, in a phased in approach. Kristina's time needs to be discussed at this table and how the site will be maintained. Can have limited access to members to upload their own information. **ACTION: Add to next month's agenda.**

5. **Kristina & Deb's Performance "Review"**

Gary, Debbie and Shirlee are working on this template that was sent out to Secretariat members last month. Kristina's and Deb's input will be sought. Deferred. **ACTION: Gary to update this group next month on feedback received.**

Next Meeting: Thursday, November 12, 2009, 9:30-11:00 am, Simcoe County District School Board (Midhurst)