



SECRETARIAT MEETING

Minutes

Tuesday, May 21, 2009

1:30 – 3:30 p.m. – SMCSB (46 Alliance Blvd., ELC)

Present:

Clarke, Debbie	Kinch, Jack	Veenstra, Kristina
Hominuk, Peter (Chair)	O’Keefe, Michael (Past Chair)	Woods, Deb
	Perdue, Gary	

Regrets:

Hirstwood, Karen	Talon, Terry (Vice Chair)
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1. Approval of Agenda

The agenda was approved with additions as follows: Centre of Excellence and Charter Update under Coordinator Update.

2. Approval of Minutes of the April 16, 2009 Meeting (All)

Minutes of April 16, 2009 were approved as circulated.

3. Coordinator Update

- **Secretariat & Council Terms of Reference:** Copies of the draft new terms of reference for all the tables were distributed. These drafts are based on the MOA which was adopted by Council. These terms should layout where the decision-making takes place and functions need to be approved at Council. Ideal size of each Table should be included in the terms.
- **Infrastructure Table:** Funding Advisory Committee need to be included as an example and sentence referring to quorum for votes. Infrastructure needs to discuss membership requirements and representation by organization at each table without getting too big. This will go back to Infrastructure for their acceptance and recommendation then to Council for final approval next month.
- **Secretariat:** include purpose.
ACTION: Deb to make changes as discussed and bring to next month’s meeting for review of all other terms.
- **HRSDC Proposal:** Deb submitted the proposal for the May 8th deadline. There are 6 partners included with letters of support YMCA, 211, La Cle, BANAC, The County and CTN. Response timeline may be in the fall.
ACTION: The process for future proposal opportunities needs to be developed at this Secretariat table and the authority/approval of these issues needs to be finalized. These proposals should be guided by the approved strategic plan and not individual member plans. Infrastructure Table to develop a process for how grants are developed (move to the Funding Advisory Committee) and not stop with current funding opportunities. Tony Morrison day may also help clarify these issues. Peter to motion at Council for approval to endorse the Funding Advisory Committee under the Infrastructure Table to look at grants and other fundraising opportunities – 3-4 meetings per year. Deb to draft Terms of Reference for this group and distribute for review.
- **Tony Morrison:** Deb reported that there are approximately 35 registered for the June 2 session. If we do not go over 40 we will remain at Children’s Aid Society. We will be building on our success like COMPASS and Best Start moving into next steps. **ACTION: Deb to update members at Council next week.**
- **Centre of Excellence:** A letter of intent was developed for training and support for those already doing collaboration with community members. It is a maximum \$50,000 one time grant. This originally was for COMPASS teams addressing the changeover of leadership and the significant need for support to new members heading up the teams. Terry Talon, Pat Malane, Deb, Andreanne Fleck-Saito and Sandy Thurston are pulling this together and have included the Coalition in the letter. **ACTION: Deb to update this group.**



- **Charter Update:** Deb updated the group that there are 8 members who have sent in their signed charter. Brenda Jackson will arrange translation into Ojibway. **ACTION: Deb to remind members at Council next week.**

4. Strategy Table Updates

- **Infrastructure Table (Debbie and Gary)**
 - **Budget:** Gary provided copies of the budget for the end of April 30, 2009 for information. **ACTION: Gary to bring to Council for information. Kristina to make slight changes to YTD and title as well as Single Plan of Care clarification.**
 - **Data Consortium:** Training has been booked for June 10/11th. Kristina and Deb will be taking the training on behalf of New Path Foundation for the Coalition. **ACTION: to be taken to Council as a reminder.**
 - **Membership:** Gary reported that members discussed membership and the lenses of Aboriginal, Basic Needs and Francophone representation at the Infrastructure Table. New member is Jim Vaillancourt from CHC CHIGAMIK. **ACTION: Peter to find someone to sit on Infrastructure for September. Kristina to contact Kathy Willis from Rosewood (VAW) for membership – Deb to forward this information to Kristina. Peter is following up with the LHIN. Kristina to follow up with Matt Hurd at Youth Justice for Council representation (possibly Rex Findlay – would they like to pay a fee or not – means the difference between a vote or non-vote at the table). Deb following up with Aboriginal community representation. Observer status to be discussed at Infrastructure Table next month. Kristina to call Ernie Vaillancourt to clarify his representation and title at the Council table. Peter to clarify with members prior to motions/votes who is able to and who is not. Deb to organize meetings with LHIN, RVH and OSMH with Peter to speak to them about membership.**
 - **Website:** Gary reported that the website platform is not able to support upgrading the site. Kristina has some proposals from other providers. This has become a very onerous function for Kristina. Sharepoint would be very helpful. The cost of maintenance/hosting and sustaining this is an issue. **ACTION: Kristina to update Infrastructure Table. Deb and Kristina to speak to Glen about possible ideas of cost sustainability to upgrade the site via the Foundation. To be included in the communication strategy whether Kristina's e-mails for events, resources etc. are helpful and discuss having the contact e-mail names blind copy.**
- **Planning Table**
 - **Developmental Assets:** Jack reported on the recommendation to go to Council next week. There are 4 distinct ways of using Developmental Assets and this will be presented next week for member review. They have already started with community mapping of children assets between ages of 6-12 within Simcoe County. This however, has a significant cost which is incorporated in the HRSDC proposal. A portion may have to be included in the Trillium grants as well. **ACTION: Jack to bring this to Council May 28. Developmental Assets will be the measuring tool for our Strategic Plan. SCDSB and SMCSB to be engaged in this.**
 - **Terms of Reference:** see Coordinator Update above.
 - **Youth Engagement:** Debbie reported that there is a Learning Partnership and youth resiliency report distributed to the Directors of Education. **ACTION: Debbie to forward to Secretariat.**

5. Review of Council Agenda

Kristina provided copies of the draft agenda for review. Changes discussed and Kristina to implement. **ACTION: We need to be clearer on the presenters background, topic and what they are there for. Kristina to ask Jim Vaillancourt to speak at next week's Council with background on CHC CHIGAMIK (5 mins). Deb to provide copies of the presentation document for review of members. This document is provided to presenters before they attend Council. Peter to follow up with Danette Blue (MCYS) regarding having Claudine Cousins come to present for policy framework.**

Next Meeting Date: June 18, 2009, 1:30-3:30 p.m., SMCSB (46 Alliance Blvd.)