



SECRETARIAT MEETING

Minutes

Tuesday, September 17, 2009

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

Present:

Clarke, Debbie

Kinch, Jack

Veenstra, Kristina

Hominuk, Peter (Chair)

Perdue, Gary

Woods, Deb

Regrets:

Hirstwood, Karen

O'Keefe

Talon, Terry (Vice Chair)

1. Approval of Agenda

The agenda was approved as circulated. Deb noted that Sandy Thurston could not phone in for the Planning Table update.

2. Approval of Minutes of the September 17, 2009 Meeting (All)

Minutes of September 17, 2009 were approved as circulated with changes to Deb Mathews as Regional Director.

3. Coordinator Update

- **MOA Changes:** Deb has included a small change to include an “observer” status as a non-voting, non fee-paying member (ie. Brenda Jackson of ACBC). Many members still have not signed the MOA. **ACTION: Deb to have Infrastructure Table approve and inform Council next week of this change to the MOA. Kristina to send out a reminder to members who have not signed and bring some to Council next week.**
- **Status of BANAC and ACBC:** Deb reported that there has not been a final decision by any of BANAC’s affiliations.
- **Charter Launch:** the Charter has been scheduled for Friday, November 20th at the County of Simcoe from 1-2:30 p.m. This will be a promotional day for the Charter and Coalition with children, levels of Government, media, singing, plaques, banners and unveiling of the Charter. Letters for donations will be sent out early next week. **ACTION: Kristina to bring a form to Council for members to sign for plaque orders.**
- **Strategic Plan Update & Governance:** Deb provided copies of the Strategic Plan and her draft PowerPoint presentation (for Council next week) was distributed via e-mail prior to this meeting. Members reviewed accomplishments. **ACTION: Deb to add the Francophone updates as discussed and present the Strategic Plan update to Council next week via a high level Powerpoint. We need to get a handle of what all our members are doing to move the Strategic Plan forward – Deb to note this in her presentation. Dr. Gina Browne’s update in October may help instigate this work and thinking.**
- **Single Plan of Care:** Deb reported that it is moving along and has a new Terms of Reference (ask Deb for a copy). The process and protocol was discussed briefly and aligning the protocol with the schools. ACBC and AEAC will be consulting for the Aboriginal communities. A Francophone pilot is also being developed. **ACTION: Deb to update Council next week.**

4. Strategy Table Updates

- **Infrastructure Table (Debbie)**
 - **Data Consortium Update:** 14 agencies have signed up for the Consortium. **ACTION: Irena to present at the Council meeting next week.**
 - **Membership & Communication Strategy:** There is still some membership funds required for our existing members and cultivating new organizations member fees. Members discussed the need to ensure alignment of new members for strategic planning.

Debbie has a draft communication framework that needs to be populated by members. We need to capture all marketing and communications (website, charter launch). We need to promote our accomplishments and successes of work so all members are aware of what the Coalition is working on. Possibly look at a monthly



communiqué highlighting all new work. Debbie is investigating the possibility of having a student at Georgian College to develop a marketing plan. Members discussed the organization chart and how to ensure resources are well utilized and understandable. **ACTION: Peter to follow up with the French School Boards and OPP. Deb to contact Barrie Police following Peter's discussion with the OPP. It is important to have some more of the hospitals on board. Discuss at next month's meeting what is the maximum size of members around Council.**

➤ **Website:** Need to have some parameters around the content of the website. Kristina is looking to go live with the new site in October 2009 but prior to this, postings will not be possible while in this transition the next month. **ACTION: Gary to let Council know this update next week.**

➤ **Funding Advisory Group & Proposal Submission:** A draft terms of reference has been developed and this is moving forward.

➤ **Signing Authority:** the signing authority has been completed.

➤ **Planning Table**

➤ **Recommendation re: Service Integration Table:** Members discussed the recommendations from the ad hoc Service Integration Table. The Coalition organizational chart was discussed and problems associated with clarity, attendance and roles. **ACTION: Secretariat to have a discussion with past members (ie. Mary Ballantyne, Susan Carmichael, Kathy Simpson, Sue Groom, Tom Coon, Glen Newby, Kathi Wallace & Carolyn Shoreman) to discuss structure and past decisions. Deb to schedule a luncheon for October 15 (12-2 Secretariat, 2-4 Structure) or October 14 (11-1 for Structure) – possibly at CAS with a white board.**

➤ **Planning Table Roles & Responsibilities:** Needs to discuss the Strategic Plan and become proactive instead of reactive towards initiatives. **ACTION:**

➤ **Youth Engagement:** Jack.

5. **Recruitment of Co-Chairs & Vice Chairs:** deferred

6. **Review of Council Agenda**

Kristina provided copies of the draft agenda for review. **ACTION: Deb to follow up with Bill Frampton regarding OSMH member fees. This will determine if the OSMH presentation will go ahead. Changes discussed and Kristina to implement.**

7. **Deb & Kristina's Performance "Review":** Gary requested members to please respond to his e-mail for the review. **ACTION: To be discussed at next month's Secretariat meeting.**

Next Meeting Date: October 15, 2009, 1:30-3:30 p.m., SMCSB (46 Alliance Blvd.)