



INFRASTRUCTURE STRATEGY TABLE MEETING
Thursday, December 10, 2015
10:00 – 11:30 a.m.
The Common Roof (165 Ferris Lane, Barrie) Meeting Room 1
AGENDA

Attended: Sandra Cole, Trevor McAlmont (Co-Chair) , Brian Shelley (Co-Chair), , Ken Edwards, Melanie Slade Morrison, Maureen Armstrong (Recorder)

Regrets: Anna Drexler, Lori Shirley

	Item	Minutes	Motion/Action
1.	Welcome	Approved.	
2.	Approval of Minutes Nov. 12, 2015	The Minutes of November 12, 2015 were approved.	
3.	Approval of the Agenda	The Agenda was approved as presented.	
4.	Updates: Planning Table Secretariat Council	<p>Planning Table – Sandra updated that The Planning Table met on December 8th. They are currently updating the Planning Table work plan using a TTC model. Nadia led a 45 minute session on Turn the Curve work to identify priorities that can be measured. This discussion will continue in January.</p> <p>Secretariat – Sandra updated that this Table met last on November 19th and will be meeting again next week (December 17th). They responded to a request from Seasons Centre to use the logo which they gave approval for. However, they felt this issue should come to Infrastructure to come up with a process for the use of the logo.</p> <p>Board to Board - There was a Board to Board forum last Friday at the Kiwanis Club. The focus was on FLS Engagement, as a result of a grant to New Path to move this initiative forward. It was well attended and feedback was positive. The consultants will take information and feedback and bring back some recommendations and next steps to the same group in February.</p> <p>Council - Sandra reported that the first award recipients received their awards. Sandy Thurston, from CTY was presented with the Collaboration Champion award and Collaborate Barrie, led by Barrie Police, received an Award of Recognition. Sandra will be posting pictures on the website and this will also be included in the annual report when it is complete.</p> <p>Fiona Cascagnette led Council through a communication strategy process to determine if more work is needed around communication. She will compile the information and bring to Secretariat next week and back to Council in January.</p>	<p>Post award recipient pictures on website.</p>

		<p>There were updates from Collaborate Barrie, MOMH and the RVH Clinic. The Infrastructure Terms of Reference were approved.</p> <p>There was a discussion about welcoming Syrian families to Simcoe County. A group of 22 Coalition members met via teleconference yesterday to share information, see who is doing what and determine next steps for readiness.</p> <p>Sandra noted that we don't want to duplicate or replicate what is already happening, so she has reached out to Sandra from the LIP (Local Immigration Partnership) to discuss further. Agencies are preparing and thinking about this, but there are no firm details at this time. It was agreed that we have a good level of preparation in Simcoe County. It was noted that 211 wants to be in the communication loop so they can direct people to appropriate resources.</p>	<p>Once Sandra has compiled a list of the links and resources, she will send this out to the Coalition members</p>
<p>5.</p>	<p>Strategic Plan: Theme #4: Demonstrating Outcomes: RBA Session November 18th</p>	<p>Trevor updated on the November 18th RBA session with most of the working groups in attendance. They went through a process to select meaningful indicators and then there were small group discussions to talk about projects, how are they aligning and are there gaps. It was discovered that some groups are doing the same thing, so now partnerships can happen.</p>	<p>Sandra will connect with the working groups and join their meetings to bring a larger perspective.</p> <p>Trevor will arrange another RBA 101 session.</p>
<p>6.</p>	<p>Business Arising: Goal #2: b) Financial Stability - Financial Report - Membership Report</p> <p>Goal #3: c) Coalition Member Staff Development</p>	<p>Goal #2 b) Ken reviewed the Statement of Operations and noted no changes from October. The membership report has not changed.</p> <p>Ken noted that we will see still a small decreased payroll cost until December due to the absence of administrative purchase of service since end October. There will also be some unspent funds for some of the projects.</p> <p>After some discussion, it was decided to change the name of Payroll to Purchased Administrative Services which includes the Coordinator and Executive Assistant positions. Contract Services will remain the same.</p> <p>Ken noted that Pavliks is quite receptive to going back to them for web-site services. Ken noted that we will get agreement in place and get training. There will be some things to configure and then we can move over. Training is included and provided at different levels on a monthly basis.</p>	<p>Ken will email this out to the group.</p> <p>Ken will arrange this with Pavliks.</p>

		<p>Goal #3 c) Staff Development - Sandra noted this is always on the agenda, but she is unsure what it means. It was clarified that it is if anyone brings forward an application for training and is looking for support from this group. (PD Fund) There have been no applications at this time.</p> <p>Action: It was agreed that we will change the name from Coalition Member Staff Development to Coalition PD Fund.</p>	<p>It was agreed that we will change the name from Coalition Member Staff Development to Coalition PD Fun</p>
<p>7.</p>	<p>New Business:</p> <ul style="list-style-type: none"> - Coalition Purchase of Admin Service Update - Use of Coalition Logo - Annual Report - YMCA Lakehead Leadership Program 	<p>Contract Purchase of Service Update - Sandra noted that she, John and Phil did 4 interviews and decided on one candidate, who has accepted the offer and will begin on January 5th.</p> <p>Sandra was congratulated on her work to fill this position. She thanked Maureen and Patty for filling in to assist with Minutes and to Ken as her "go to" person.</p> <p>In reviewing the previous contact, wording was revised to better reflect the independent contract purchase of service.</p> <p>It was noted that we should do this for the Coordinator contract as well. Sandra noted that she has flagged this.</p> <p>Use of Logo - Ken noted we should not be using the New Path Foundation logo on contracts. The Coalition is doing business as the Coalition under New Path Foundation.</p> <p>Process for use of logo - we currently don't have a process. We want to ensure the use of the logo matches values of the Coalition and it has to be requested through Sandra or the EA. The person making the request, has to inform of purpose for use, and has to be a member in good standing. Once approved, Sandra or the EA would send the logo. Ken noted that if we are going to set parameters around the use of the logo, we should register it.</p> <p>It was noted that the correct name of the Coalition is Child Youth and Family Services (CYFS) Coalition of Simcoe County.</p> <p>Annual Report - Brian noted that included in the report would be - letter from Chair, RBA report card, financial statements, profiles and photos of award winners and membership list. Any special reports can be included in the letter from the Chair. EA would put together. We decided that it would be a Member's Report and therefore does not have to be done annually. It can be worked on over the summer and can be flexible format. Unsure about on-line</p>	<p>Sandra and Ken will work on wording and finalizing the contract.</p> <p>Sandra will remove the Foundation logo.</p> <p>Ken will check what he has for the logo and send Sandra the correct logo in high resolution. If not, he will check with the printing company.</p> <p>Sandra will check the MOU (Memorandum of Understanding) around language of using the logo and look into trade marking/registering the logo when the EA starts in January</p>

		<p>versus print version, but leaning to on-line version. Melanie noted that their agency does on-line and suggested the tool "Office 165 SWAY". It would be presented at Council in September.</p> <p>YMCA Lakehead Leadership Program -Brian updated and sent out a one-pager of feedback from the second cohort of the program. He noted is was unique that it included both Francophone and Metis speakers. He highlighted some of the outputs and outcomes. He reported there are 5 people registered for the next roll out in March. Leanne Weeks from CTN will join the program advisory committee. They are very pleased with the outcome. Sandra noted that we will build a tracking sheet on how many Coalition members attended. Everyone agreed that this should go to council. We also agreed that this is a much more efficient way of doing LEAD. Brian noted there will also be a level 2 and there is lots of interest in this.</p> <p>Everyone was wished a good holiday.</p> <p>Melanie noted that she will be staying on at the Board and is unsure who will attend the next meeting with Allison coming back in January.</p> <p>Brian and Trevor thanked Sandra for all of her additional work over the past few months. They also suggested to give a card to New Path and MacKenzie Health for their help.</p>	<p>Members report to be developed in summer 2016 to be presented at Council Sept 2016.</p> <p>Brian will present at January Council.</p>
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Next Meeting: Thurs. Jan. 14th, 2016 - 9:30 – 11:30 a.m., Barrie Common Roof (165 Ferris Lane, Barrie) – Resource Room