



**INFRASTRUCTURE STRATEGY TABLE MEETING**  
**Thursday, December 8, 2016, 9:30 – 11:30a.m.**

**The Common Roof (165 Ferris Lane, Barrie) Board Room**  
**MINUTES**

**Attended:** Brian Shelley (Co-Chair), Alison LaMantia, Anna Drexler, Sandra Cole (Coordinator), Julie McAlpine (Executive Assistant)

Item		Minutes	Motion/Action
1.	Welcome	Brian welcomed everyone to the final meeting of the Infrastructure Table and thanked Alison and Anna for their valuable contribution to this Table.	
2.	Approval of Minutes November 10, 2016	The minutes of November 10, 2016 were approved.	
3.	Approval of the Agenda	The agenda was approved.	
4.	Updates: <ul style="list-style-type: none"> <li>• Secretariat Table</li> <li>• Coalition Council</li> </ul>	<p><b>Secretariat Table:</b>            Sandra provided an update from the November 17th Secretariat meeting. The draft Executive Committee Terms of Reference were approved to go to Council, with a few minor changes. A review of the Member Relations Process, Trusteeship Agreement and Communication Strategy were flagged as future Executive Committee agenda items. A new trustee is still being sought; the deadline for expression of interest is December 1st. A decision was made at Secretariat that trusteeship of the Coalition would not be transferred until the HST issue has been resolved.</p> <p><b>Coalition Council:</b>            Sandra provided an update from the Council meeting of November 24<sup>th</sup>. The Coalition Award of Excellence was presented to the FASD Classroom. The Executive Committee's Terms of Reference was approved with minor changes. The call for a Trustee went out again. An update was provided on the HST issue. The Hot Topic presentation related to two major initiatives, Voices Out of Poverty and Community Engagement on Poverty, and included an engaging perspective from an individual with lived experience. Members of the Coalition were requested to share this information with their organizations for consideration when developing programs, policies, etc. Endorsement by the Coalition for the Seasons Center's Education Day was presented. Council members were reminded of the board governance session taking place on January 27<sup>th</sup>, by New Path in collaboration with the Coalition.</p> <p>Sandra reported there has been a lot of great feedback from Council meetings and exit tickets indicating people are engaged in the meetings. At the end of each Council meeting the Chair reviews the prior meeting's exit tickets and actions to be taken.</p>	

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5. Strategic Plan: Theme #4: Demonstrating Outcomes: Role of Infrastructure under New Coalition Structure <ul style="list-style-type: none"> <li>• Executive Committee Terms of Reference</li> <li>• SCDSB Representation</li> </ul>	<p><b>Executive Committee Terms of Reference:</b>            The edits made at Secretariat and Council were reviewed and a few additional edits were suggested by Infrastructure members.</p> <p>The changes identified at Council were mainly wordsmithing. A question was raised at the Council meeting regarding including the voice of lived experience. While it was noted this is important, it was discussed how best to include this, resulting in a decision to take this back to Secretariat for further discussion.</p> <p>A discussion took place among Infrastructure members around the Executive Committee's main function being the execution of the business of the Coalition. The inclusion of lived experience should be included where it would be of the most value/impact. Sandra identified how the Planning Table's Update Template asks how networks/working groups are engaging with youth and families and this may be a guide or example for how the voice of lived experience is being engaged and included.</p> <p>A suggestion was made regarding setting principles around expectations that member organizations engage with stakeholders to include the voice of people with lived experience, in a meaningful way. Another suggestion was the creation of a tool kit that could help organizations engage people, share examples/resources, etc.</p> <p><b>SCDSB Representation:</b>            It was confirmed that Melanie Slade Morrison from the SCDSB will replace Alison while she is on leave.</p>	<p>Alison to send Julie Melanie's contact information.</p>
6. Business Arising: Goal #2: b) Financial Stability <ul style="list-style-type: none"> <li>• Financial Report</li> <li>• Member Dues Report               <ul style="list-style-type: none"> <li>➢ HST Returns/Audit</li> </ul> </li> <li>• Coalition Trusteeship</li> <li>• Awards and Recognition</li> <li>• Iboza – New Email System</li> <li>• Email Provision/Secure Storage of Coalition files</li> </ul>	<p><b>Goal #2 b) Financial Stability</b>  <b>Financial Report:</b>            The financial report was reviewed for the period ending November 30, 2016. Aside from the usual month expenditures, there was nothing significant to report.</p> <p><b>Member Dues Report:</b>            No member dues were received in the month of November.</p> <p>The amount indicated on the Member Dues Report for Youth Haven for 2017 includes the amounts for both last year and this year's dues. These amounts will be broken out on the report over the two years to provide a clearer picture.</p> <p><b>HST Returns/Audit:</b>            New Path Foundation is awaiting a letter from CRA with a final direction regarding the input tax credits. James Thomson, CEO, New Path</p>	<p>Julie to revise Member Dues Report.</p>

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	<p>Foundation, has been in touch with CRA; the information has been conflicting and it is hoped the letter provides the direction needed. In the meantime, the HST refund cheques will continue to be held.</p> <p>Brian reiterated the recommendation that was made to Secretariat that should a repayment need to be made to CRA, it will come out of the Coalition reserve funds rather than the operating balance.</p> <p><b>Coalition Trusteeship:</b> The December 1<sup>st</sup> deadline for organizations interested in taking on the role of Trustee has passed with no one coming forward. The options discussed at Secretariat were reviewed.</p> <p>A recommendation will be made to Secretariat that an incentive be offered to the organization which takes over the Trusteeship of the Coalition to waive their membership fees in recognition of their efforts. In respect of New Path Foundation's support as Trustee over the years, New Path will be offered this incentive first, prior to reaching out to all other member agencies.</p> <p><b>Awards and Recognition:</b> This item was previously discussed under the Coordinator's Report. The Awards and recognition guidelines will be reviewed by the committee.</p> <p><b>Iboza-New Email System:</b> Iboza completed the upgrade to the Coordinator and Executive Assistant's email accounts with the assistance of Catulpa's IT Dept. Sandra reported on her conversation with James Thomson and shared that James had spoken to Glen Newby who explained the role of the Trustee related to this kind of support. Sandra reported Catulpa has responsibility for IT and is currently reviewing the process where they invoice other organizations using this service. As Coalition IT support falls under New Path Foundation, the in-kind relationship could change if IT supports exceed their expectations.</p> <p><b>Email Provision/Secure Storage of Coalition Files:</b> In followup to the discussion last meeting, Sandra has purchased an encrypted usb stick. It was identified there is risk in having information on physical devices. A discussion took place around the benefits of using cloud based storage and who could potentially have access eg. Executive Committee members.</p> <p>It is the recommendation of the Infrastructure Table that finding a cloud based solution become part of the Executive Committee workplan within the next six months and will include:</p> <ol style="list-style-type: none"> <li>1. Trying to find a member organization to link with</li> </ol>	<p>Brian to take incentive recommendation to Secretariat.</p> <p>Sandra to arrange a meeting with committee to review guidelines.</p> <p>Add Cloud Based Storage to Executive Committee agenda.</p>

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	<p>2. Examine free or low cost options (i.e. gmail, google docs, etc.) It was noted that if a cloud based system is used, a wording change in the purchase of service agreement related to file management, should be made.</p>	
7.	<p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>• Coalition Twitter Account</li> <li>• Infrastructure Table Wrap Up <ul style="list-style-type: none"> <li>➤ Recommendation re Recurring Executive Committee Meetings</li> </ul> </li> </ul> <p><b>Coalition Twitter Account:</b> When tweeting about the Coalition Awards presentation, Melanie McLearn, the Coalition's Advocacy Champion, suggested creating a Twitter account. Brian had also looked at this a few years ago. This item is also on next week's Secretariat agenda for discussion.</p> <p>A discussion that the strategy behind Twitter and Facebook accounts would be included as part of the Communication Plan ensued; further discussion will take place at the Executive Committee.</p> <p>Alison advised she will update the Communication Plan and forward it to Sandra and Julie.</p> <p><b>Infrastructure Table Wrap Up:</b> The draft agenda template for the Executive Committee Meeting was reviewed with some revisions suggested.</p> <p>Sandra discussed the Coordinator's Report she prepares for Planning Table and it was felt this is important information to be shared with the Executive Committee and will be added to the agenda as a standing item.</p> <p>It was also suggested the addition of an In-camera Session at the end of each meeting would provide additional accountability measures, both for the Coalition and the Independent Contractors.</p> <p>As the Executive Committee will be a decision making body, the additional of a Declaration of Conflict to the agenda, was also suggested.</p> <p>The selection of a recurring meeting date for the Executive Committee will be made at Secretariat.</p> <p><b>Independent Contractor Review of Service Provision:</b> It was noted the contract for the Coordinator had been verbally extended and may need to be amended. John and Brian are to meet with Sandra to provide a review of the provision of services by the Coordinator. The contract for the Executive Assistant expires March 31, 2017.</p> <p>Brian once again thanked the group for their work and acknowledged Alison and Anna for agreeing to continue their support at the Executive Committee. Members thanked Brian for his leadership and support of the group.</p>	<p>Add Twitter/Facebook accounts to future Executive Committee agenda.</p> <p>Alison to send updated Communication Plan to Sandra and Julie.</p> <p>Julie to make revisions to Executive Committee agenda for presentation to Secretariat.</p> <p>Add Coordinator Review of Provision of Services to Secretariat agenda.</p>

The final meeting of the Infrastructure Table adjourned at 12:00 noon.