



**INFRASTRUCTURE STRATEGY TABLE MEETING**  
**Thursday, February 11, 2016**  
**9:30 a.m. – 11:30 a.m.**  
**The Common Roof (165 Ferris Lane, Barrie) Resource room**  
**MINUTES**

**Attended:** Trevor McAlmont (Co-Chair), Brian Shelley (Co-Chair), Lori Shirley, Ken Edwards, Sandra Cole, Julie McAlpine (Recorder)

**Regrets:** Alison LaMantia, Anna Drexler

Item		Minutes	Motion/Action
1.	Welcome	Trevor welcomed everyone to the meeting.	
2.	Approval of Minutes January 14, 2016	The minutes of January 14, 2016, were approved.	
3.	Approval of the Agenda	If time permits, Annual Members' Report will be added to the agenda. The Agenda was approved as presented.	
4.	Updates: <ul style="list-style-type: none"> <li>• Planning Table</li> <li>• Secretariat Table</li> <li>• Council</li> </ul>	<p><b>Planning Table</b> – Sandra gave updates from Tuesday's Planning Table meeting which involved a lot of discussion around the Planning Table's Turn the Curve report, working on a definition of alignment and integration. The TTC report will be brought back to Planning Table to finalize in March to have ready for May's Report Card report from Infrastructure to Council.</p> <p>The Basic Needs Task group presented its annual update with some good information on the Canada Learning Bond and some of their upcoming work around the living wage calculation. The ASD Partnership also gave its annual presentation. A brief discussion took place around the ASD table in York. Some of the agencies that cross over both York and Simcoe participate in both tables.</p> <p>Tracey Keighley-Clarke attended the Planning Table meeting to request a motion of support for RVRHC's proposal to the Ministry of Health and Long Term Care for the development of a Child and Youth Mental Health and Addictions program. Following the Criteria for Motion of Support process, the Planning Table heard the request and approved a recommendation to go forward to Council. As the request could not wait for the next Coalition meeting, the motion will be sent to Coalition members today for electronic vote. If quorum is reached, a letter will be sent from John Clarke on behalf of the Coalition.</p> <p><b>Secretariat Table</b> – Part 2 of the Board to Board forum being cohosted by New Path and the Coalition takes place on February 25<sup>th</sup> at the Simcoe County museum. Invites and a reminder have been sent to the same group</p>	

		<p>which attended the first part.</p> <p>An update on Syrian refugees took place. The Coalition supports, but is not duplicating, the work from the experts (YMCA Newcomers, LIP). It has been confirmed, no refugees are coming to Base Borden.</p> <p>It was announced at Council that Fiona Cascagnette, the Secretariat's Advocacy Champion, now has responsibilities with YMCA Ontario and is stepping away from the Coalition advocacy role to focus on her new responsibilities. John thanked Fiona for her dedication to the role over the last several years. A request was made at Council for anyone interested in taking on this role to submit their interest.</p> <p>Trevor presented on the living wage calculation that is being completed for Simcoe. Cross sector representatives have been brought together for input into the calculation. Results will be shared back to the consultation group once completed. Next steps once the calculation is complete will be up to individual agencies/organizations.</p> <p>Sandra attended the Community Hub forum which was hosted by the provincial government as a way of gathering input about creating efficient and effective space for services to work together. James Thompson spoke about The Common Roof. Sarah Peddle spoke about Pathways to End Homelessness. The Coalition was mentioned as an example of a virtual one roof concept.</p> <p>The Memorandum Of Association was reviewed with some wording changes suggested as recommended by Infrastructure around the use of the logo. The MoA went to Council for approval.</p> <p>Council – The Council met on January 28th. The BNTG poverty definition and the Memorandum of Association were approved.</p> <p>There were numerous presentations. Sandy Lee, the lead for the Local Immigration Partnership through the County of Simcoe, gave an overview of the program. Even though there are families coming from Syria, people come from all over throughout the year, to Simcoe County. SMCYFS presented their new logo/branding, Simcoe Muskoka Community Connexions. The Child Advocacy Centre of Simcoe/Muskoka presented on Commit to Kids. O-CAN, a program with Orillia community agencies and the Orillia OPP, similar to Collaborate Barrie who won a Coalition award, also presented. Brian Shelley gave an update on professional development opportunities within the Coalition. Applications and Guideless for both the YMCA/Lakehead Leadership Partnership and Coalition PD Fund were sent to Coalition</p>	
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		<p>members for sharing, and will be updated and put on the website once we are able to do so.</p> <p>MOMH – a survey on the Community Mental Health Plan was sent to 59 partners with a request for a response by February 26<sup>th</sup>. Core Services plans are due to MCYS by March 31<sup>st</sup>.</p>	
<p>5.</p>	<p>Strategic Plan: Theme #4:          Demonstrating Outcomes:          Infrastructure Workplan</p> <ul style="list-style-type: none"> <li>• Timelines</li> </ul>	<p>At the last meeting a lot of discussion centred around Identifying Efficiencies to Enhance Members Services and Maximize Resources objective and a Communication plan. We need to start filling in timelines. As Alison was not present today, this item will be deferred to the next meeting. Alison will be informed that we will be bringing the Communication Plan back next meeting.</p> <p>A Communication/Marketing plan will be presented by Fall 2016 to lay out priorities. Discussion took place around who the plan would be directed to. The Communication plan is an internal communication tool and a guideline for external communication. There is a component in the Communication plan that addresses the requirements/components of the website. Discussion ensued regarding who the website is targeting. The website targets the membership. There is a community section but the website is really built for members. Some concerns with the current website were addressed such as the lack of logical consistency through the site; it is not intuitive. Further targeted discussion is needed. The Advocacy Champion will be invited to attend the Infrastructure meetings when discussing this to make it easier for members/communities to navigate. The content would be the same, but mapping for Coalition members and the community would be different.</p> <p>What we want to do with the website will impact the budget. There are two component pieces to look at i.e. cosmetic/presentation piece and a maintenance piece; may have to define what the costs are and how much is to be set aside to meet goals. We need to start getting costs to renovate the website or have someone do a new system. A substantial overhaul would cost around \$12-15,000 depending on which way we go. If looking at internal communication primarily, that cost may be less.</p> <p>A media strategy also needs to be developed. Direction is needed on a strategy for internal/external communication.</p> <p>Set some time at the next meeting to talk about Identifying Efficiencies. Obtain some general idea of costing ranges for each component piece i.e. development, content management, etc. Once a decision is made on the direction will have an idea of what we are budgeting for. The design piece is where the cost falls. The site was developed to be hosted through a Sitefinity place eg. Pavliks. Would it be better having the site rebuilt to give us more flexibility in the long term? What component parts we want is a key area to</p>	<p>Julie to advise Alison.          Add Communication Plan to future agenda.</p> <p>Add Identifying Efficiencies to next agenda.</p> <p>Ken to get some costs for next meeting.</p>

<p>6.</p>	<p>Business Arising:          Goal #2: b) Financial Stability</p> <ul style="list-style-type: none"> <li>• Financial Report</li> <li>• Draft Budget</li> <li>• Membership Report</li> <li>• 2016-2017 Membership Package</li> </ul> <p>Infrastructure Co-Chair Position</p> <ul style="list-style-type: none"> <li>• New members-skills sets</li> </ul> <p>Advocacy Role</p>	<p>think about.</p> <p><b>Goal #2 b) Financial Stability</b></p> <p><b>Financial Report:</b>          Ken reviewed the Statement of Operations and noted one more membership fee was received. A couple are still outstanding. Sandra contacted Youth Haven who will be forwarding a cheque. She also contacted the John Howard Society; Keith Kascuta is the new ED and wasn't aware there was anything outstanding for the John Howard Society. The 2015 package was resent to him today so payment is expected.</p> <p>There is \$20,000 unspent by end of year which could be earmarked for projects without touching reserves. There is \$20-30,000 of reserves from prior years. In our revenues this year, the second developmental donation amount is not recorded. Ken will check if the developmental donation was received.</p> <p>At our March meeting, we will need to develop a narrative to illustrate to Council members our recommendation on how to use funds ie target some funds toward a communication strategy that includes a website update.</p> <p><b>Draft Budget:</b>          Ken reviewed the proposed budget. Projecting revenue from regular based fees of \$106,000 +-3%. Change Staff to read Independent Contractors instead of staff. The amount for Website may change based on the business plan we bring forward. It was increased from \$1500 to \$2700. Probably still have \$3-4000 unspent related to membership fees. Fees have actually increased.</p> <p><b>Membership Report:</b>          Ken reviewed the Membership Report. It was requested the title be changed to Member Dues report. This report is not sent to Council members but a summary report could be prepared and shared at Council eg. 5 members still outstanding due to year end. Agencies not supporting the Coalition on a long term basis should not be receiving updates and information from Coalition. Four membership dues are outstanding. Some people on the list are not current members but the information is kept for historical reasons. No membership fee increase next year. Unless adding new members every year, need to look at increases in future (would depend on their fee structure), possibly a cost of living increase to annual fee's.</p> <p>Looking to use unspent funds for website/communication expenses. Discussed the best way to show this on the budget. Add a column to the right of Draft Budget and show \$15,650 in unspent funds with input where to be applied. Ken will draft a new document targeting \$10,000 to website, \$5,650</p>	<p>Add to March meeting agenda: narrative for recommendation of unused funds.</p> <p>Ken to change Staff to Independent Contractors.</p> <p>Ken to change title of report to Member Dues report.</p> <p>Bring Operating Statement and Draft Budget to Secretariat.</p>
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		<p>received, and expect their fee is forthcoming.</p> <p>Discussed the need to build a policy on criteria for funders as members of Coalition as a future agenda item.</p> <p>An update on the Data Consortium will be added as a future agenda item.</p> <p><b>Infrastructure Co-Chair Position:</b> Lori has agreed to take on the co-chair role. Trevor congratulated Lori.</p> <p>Brian will reach out to Anna/SMCYFS to determine if Anna is still engaged. If unsuccessful, the opportunity for a new member at Infrastructure, identifying a gap in HR, will be taken to Council</p> <p><b>Members Report:</b> The Members' Report will include a report from the Chair, RBA report Card, Coalition award winners, Statement of Operations and the membership list. The report will be worked on over the summer and would be sent out in Fall. Bring back in May to confirm topics are still the same.</p>	<p>dues.</p> <p>Add "funders as members of Coalition" as future Agenda Item.</p> <p>Add Data Consortium as future Agenda Item.</p> <p>Brian to contact Anna. Bring back next meeting, if necessary.</p> <p>Add Members Report to May Infrastructure agenda.</p>
7.	<p>New Business:</p> <ul style="list-style-type: none"> <li>Process for Request of Resources</li> </ul>	<p><b>Process for Request of Resources</b> This item was raised by Trevor and Brian at Secretariat, resulting in a good conversation there. It was sent back to Infrastructure to develop a process.</p> <p>The process for requests for resources was discussed. If there is a deadline that doesn't line up with the next meeting, Sandra would take it to the Chair for a decision regarding a teleconference/email etc.</p> <p>The recommended process is: a written request to be sent to the Coordinator. The Coordinator will forward it to the Infrastructure Table who, in consult with the trustee, will make a recommendation to Secretariat.</p>	<p>Add Process for Request of Resources to Secretariat agenda.</p>

**Next Meeting: Thurs. March 10, 2016 - 9:30 – 11:30 a.m., Barrie Common Roof (165 Ferris Lane, Barrie) – Multi-purpose Room**