



INFRASTRUCTURE STRATEGY TABLE MEETING
Thursday, January 14, 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, Alison LaMantia, Sandra Cole, Julie McAlpine (Recorder)

Regrets: Anna Drexler

Item		Minutes	Motion/Action
1.	Welcome	Alison was welcomed back to the Table, after her maternity leave. Julie was welcomed and introduced to the members.	
2.	Approval of Minutes December 10, 2015	Sandra advised there are some issues with the website. Minutes have been loaded but are not showing. Julie and Sandra will be doing some website training. The website will need a lot of updating once the glitches are fixed and training is completed. Brian moved to approve the Minutes of December 10, 2015. Approved.	Julie/Sandra to update website as needed once current website issues are addressed.
3.	Approval of the Agenda	Trevor asked for any additions to the agenda. The Agenda was approved as presented.	
4.	Updates: Planning Table	Planning Table – Sandra gave updates from Tuesday’s Planning Table meeting. There were two great presentations; one from the new RVH Urgent Consult Clinic and FASD gave their Annual Report. Sandra reported we are asking for a representative from RVH to sit on the Planning Table. A portion of the meeting was spent on the Working Group TTC reports. Planning is assisting all the working group/tables reporting to them in aligning their work to the Strategic direction of Resilience. The Planning Table is also working on their own TTC report, working through what changes we want to make around measurement, which was a great discussion. All groups who submitted a TTC are in the analysis report. We will be looking at gaps, overlaps, opportunities for collaboration. To address the need to look at the broader picture of work that these groups are doing, groups were asked to submit their 3-5 work goals to Sandra by tomorrow, have received 2 so far.	Sandra to advise Planning Table of request to submit a report to Infrastructure by April on the progress of the RBA/TTC process and any data collected by the working groups on their TTC’s so that it can be included in the dashboard report to Council in May 2016.

		<p>With all this great work around the TTC and major initiatives, we will be creating a roadmap (Prezi, possibly) over the summer, on how all this intersects.</p> <p>Trevor asked that the Planning Table be reminded that Infrastructure's deadline to receive information is April in order to synthesize that information for the Report Card. Some working groups changed their TTC after the November RBA refresher and Sandra has asked them to resubmit them. Will report what we do get in the Report Card but there may be some things outstanding.</p>	
5.	Strategic Plan: Theme #4: Demonstrating Outcomes: Infrastructure Workplan	<p>Using the former workplan template, Trevor put new and existing information into the 2014-2017 Infrastructure Workplan as a starting point; information can be filled in as we go. Another column, was added at the end, which shows, in RBA framework, where a certain objective is really hitting an outcome or performance measure. Most things at Infrastructure measure performance.</p> <p>The workplan was reviewed to fill in additional information.</p> <p>Develop an Evaluation Framework – this is pretty much done. Under outcome add: uniform method of reporting common language, reporting on resiliency.</p> <p>Provide Resources & Opportunities for Training – add: provide ongoing RBA training as needed.</p> <p>Measure Baseline and Outcomes – demonstrating the impact of the various working groups' projects on Resiliency.</p> <p>Create & Repair Report on Progress - change wording from Annual Report to Members' Report.</p> <p>Improve Financial Stability...much discussion took place around this with regards to, do planning groups make sense, efficiencies, etc. Sandra reported she is attending at least one meeting from each group to hear about their work, identify duplication, and look for efficiencies. Workplan: to develop a balanced budget and make ongoing strategic decisions to support; Identify funds for programs other than operating; each table has people/resources to meet the task at hand-membership driven/focused.</p> <p>Identify Efficiencies - under workplan, change 5. Staffing to read "aligning purchased support services to support the work of the Coalition". The Coalition does not have staff so need to identify as purchased support</p>	Bring workplan back next month to fill in timelines.

		<p>services.</p> <p>Brian advised the Lead program has been set aside, and that Lakehead and the YMCA have partnered for an equivalent leadership program. There is also a Professional Development Fund.</p> <p>Discussion took place around Communication and Marketing Plan and who has lead, and what is the role of this group. Sandra reviewed the ToR for Infrastructure. All agreed Communications does fall here and will take out the Marketing Plan until further discussion. It was suggesting putting the focus on the communication plan i.e. clean up what is out there.</p> <p>A discussion took place around who gets the weekly updates. We send updates to the Council distribution list to share within their organizations. We get requests from other people asking for this information. Discussed other ways to share information, eg. website, a separate DL list or reminder at Council to share the information. A suggestion was made to put information on the website and send out one message to click on the link for more information. We are moving back to Pavliks and will need to review the content of the website. Pavliks provides free training which will help with this.</p> <p>Sandra summarized the discussion: develop a communication plan, including an audit of current communications. The audit will be the outcome. Publications(#3) is part of the communication piece.</p> <p>Sandra advised that Fiona Cascagnette is on the Council agenda to re-visit the work done at the last Council meeting on what the Coalition needs as a Communication Plan. It will be important for Fiona to connect with Infrastructure regarding this work so that duplication is avoided and process lines identified.</p>	<p>Brian to advise Fiona of the discussion held today regarding the communication plan and ask that the information collected by Fiona be shared with Infrastructure.</p>
<p>6.</p>	<p>Business Arising: Goal #2: b) Financial Stability</p> <ul style="list-style-type: none"> • Financial Report • Membership Report <p>Goal #3: c) Coalition Professional Development Fund</p>	<p>Goal #2 b) Financial Stability</p> <p>Ken reviewed the Statement of Operations he sent out and noted there was not a lot of change, some unspent funds. One membership fee came in. An agency may have sent their payment in twice. Ken asked if organizations outstanding on the membership report were likely to maintain their membership. Sandra to reach out to John Howard and Youth Haven. Sandra spoke of an inquiry about membership from Bob Minhas at the City of Barrie but there has been no further response. A discussion ensued that if the County is a member, are the town/cities members? The County is a member and a funder. The cities of Barrie and Orillia, are separate politically and administratively from the County. The County is comprised of 16 member</p>	

		<p>municipalities. As the city of Barrie is not a member of the Coalition, Bob Minhas, could be participatory. Ken offered to reach out to Tracks and Northern Lights.</p> <p>Ken is putting together a draft budget for the next meeting and suggested moving some money around to target two areas where we require additional funds, the website and food for meetings. Some caterers were suggested which might help bring food costs down. Sandra asked about Julie's laptop which is very slow, 2 hours of battery life. A new unit would cost around \$1500. The laptop will be dropped off to IT to be reformatted and a new battery purchased.</p> <p>Lori will forward contact information for Dynamic Enterprises for potential website savings to Ken. The company has to be a sitefinity host otherwise providing support becomes a problem. We currently pay \$40/month and an annual licensing fee.</p> <p>Goal #3: c) Coalition Professional Development Fund</p> <p>No applications have been received for the PD fund. It was suggested doing a reminder at Council regarding these monies. There are two donations tied to this fund – need to be able to report on its usage. Brian could talk about leadership and the PD fund at Coalition Council. An email could be sent as a template to forward to the appropriate people to apply for this fund. It could also be tagged on to training opportunities in the community. Forms are on the website but need to check the most recent one is on there.</p>	<p>Add Draft Budget to next Infrastructure agenda.</p> <p>Add to Coalition agenda.</p>
<p>7.</p>	<p>New Business:</p> <ul style="list-style-type: none"> • Use of Coalition Logo • Infrastructure Co-chair position 	<ul style="list-style-type: none"> • Use of Coalition Logo <p>Sandra discussed adding additional language around the use of the logo to the MoA. Under Sched. A, Membership Expectations (pg. 4) - add bullet: use of the Coalition logo based on the Coalition Brand Standards. Under obligations add language, to uphold communication standard with use of the Coalition brand/logo that is consistent with the Mission, Vision and Values of the Coalition</p> <p>There should be some guidelines on how the logo is to be used by members. We will add the language this year and can look at updates around templates, standardizations for use next year. In order to be ready to go out with membership packages in February, a recommendation will need to go to Secretariat, then Council. It will also need to meet requirements under OADA.</p> <p>A discussion took place around fee increases and a recommendation was not to increase fees in this current year but to revisit this conversation next year. An action item to be added under the Communication Plan is the</p>	<p>Add to Secretariat and Coalition agendas.</p>

		<p>development of a Coalition brand standard. As long as have a plan, we have time to implement (per AODA).</p> <ul style="list-style-type: none"> Infrastructure Co-chair Position Sandra asked members to start thinking about their interest in the Co-chair position. Trevor is finishing year two of his term as co-chair and is planning on remaining a member of this Table. Alison and Lori may be interested and will give it some thought. It was suggested we also do a call out with the specific skill sets we are looking for, eg. Human Resources. <p>Will bring this item back next month for discussion around competencies.</p> <p>In regards to the Coalition providing some purchased services to New Path, it was noted that future purchase of service agreements should follow a process involving Infrastructure Table as the conduit making recommendations to Secretariat. Brian will add this as part of his report, with a recommendation to Secretariat, that putting a process in place around steps and timelines become an agenda item.</p> <p>Trevor congratulated everyone on a good meeting.</p>	<p>Add Co-Chair position to Infrastructure agenda.</p>
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Next Meeting: Thurs. February 11, 2016 - 9:30 – 11:30 a.m., Barrie Common Roof (165 Ferris Lane, Barrie) – Resource Room