



**INFRASTRUCTURE STRATEGY TABLE MEETING**  
**Thursday, November 10, 2016, 9:30 – 11:30 am.**

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

**Attended:** Brian Shelley (Co-Chair), Alison LaMantia, Anna Drexler, Sandra Cole (Coordinator, Recorder)

**Regrets:** Julie McAlpine (Executive Assistant)

Item		Minutes	Motion/Action
1.	Welcome		
2.	Approval of Minutes October 14th, 2016	The minutes of October 14, 2016 were approved.	
3.	Approval of the Agenda	The agenda was approved.	
4.	Updates: <ul style="list-style-type: none"> <li>• Planning Table</li> <li>• Secretariat Table</li> </ul>	<p><b>Planning Table:</b>            Sandra provided an update from the November 8<sup>th</sup> 2016 Planning Table meeting. The new Coalition Structure was presented to members of Planning Table as well as the implementation plan that has been started. A good discussion was held and helpful suggestions captured for the upcoming implementation of the new Integrated Planning Table. Two annual update presentations were also heard from working groups: Youth Justice Advisory Group and the Aboriginal Capacity Building Circle.</p> <p><b>Secretariat Table:</b>            Sandra provided an update from the Secretariat meeting of October 20<sup>th</sup> 2016. The main focus of the meeting was the creation of an implementation plan for the new Coalition Structure. The recommendation put forth by Infrastructure regarding the membership of the Executive Committee was approved. The amalgamation of the Secretariat and Infrastructure Tables into the Executive Committee will begin immediately and if the plan is approved by Council on November 24<sup>th</sup>, the Executive Committee will be in place by January 2017. This would indicate that the last meeting of the current Infrastructure Table would be December 2016. One recommendation from the implementation plan is that the current Infrastructure Table members continue on the Executive Committee for a term. Draft Terms of Reference as well as role descriptions of members will be created by the current Infrastructure Table, as indicated on today's meeting agenda. At the October 20<sup>th</sup> meeting, the Review of Service tool for independent contractors was also approved; Brian Shelley and John Clarke will complete the review of service for the Coordinator and Sandra Cole will complete the review of service for the Executive Assistant, with input from Table chairs.</p>	

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5. Strategic Plan: Theme #4: Demonstrating Outcomes: Infrastructure Workplan <ul style="list-style-type: none"> <li>• Development of Executive Committee Roles/Terms of Reference</li> </ul>	<p>Draft Terms of Reference were created, including role descriptions and length of term for members: Chair, Vice Chair, Past Chair, Advocacy Champion, Treasurer, Communications Officer, Capacity Building Officer, Member Relations Officer, and Integrated Planning Representative.</p> <p>As per Secretariat's recommendation, current Infrastructure Table members were asked and agreed to continue on for a term with the Executive Committee, in principle, however, there are factors to be taken under consideration. Alison LaMantia will be going on leave in January and consideration will need to be given regarding the ability of SCDSB to provide a replacement for her on the committee. As well, once the two Tables amalgamate, there would be two representatives from Simcoe Muskoka Family Connexions, Anna Drexler and Melanie McLearn which, respectfully, may be a demanding commitment from one member organization.</p>	<p>Brian to take DRAFT TOR's to November 17<sup>th</sup> 2016 Secretariat meeting.</p> <p>Alison to seek feedback regarding SCDSB's ability to replace her role on the committee.</p> <p>Brian to seek feedback from Secretariat regarding the DRAFT TOR recommendation that where possible, only one staff per member agency sit at a Table with specific request for discussion regarding two current members from SMFC.</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 Letter/returns</li> </ul> </li> </ul>	<p><b>Goal #2 b) Financial Stability</b></p> <p><b>Financial Report:</b>            The financial report was overviewed for the period ending October 31st 2016. There is a slight increase in "independent contractors" this year and Brian reminded members there was a vacancy for three months from September to December 2015, when the EA role was vacant. There is a slight increase in dues related to two membership fees being received. Office expenses are up slightly due to two catering invoices being paid. A question arose regarding whether the Data Consortium fee has been paid this year. Addendum post meeting: Julie confirmed that the Data Consortium was paid in June 2016.</p> <p><b>Member Dues Report:</b>            A few more member dues were received in October and there are only two membership fee's outstanding from agencies which historically submit in the winter/spring.</p> <p><b>HST letter/Rebates:</b>            There are new developments regarding the recent New Path Foundation audit that indicated that the Coalition is not a program under New Path Foundation and therefore is not eligible to collect HST. James Thompson, New Path CEO and President, has advised that CRA has notified that the Coalition is to return \$34,000 + in collected HST for the period 2013 – 2015 which is a substantial increase from the \$9086.84 previously advised for one</p>	<p>Add HST repayment to Secretariat agenda as well as recommendation from Infrastructure Table</p>

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	<p>year. James is awaiting this information in writing which should be forthcoming from CRA within 30 days and there is a 90 day period of repayment. This item will be taken at Secretariat to discuss. A recommendation put forth today by Brian is that if a notice is received that Coalition is to repay this amount, that the Coalition Reserve Fund be used rather than annual operational funds.</p> <p>Brian expressed appreciation and recognition for the extra efforts and work of Julie to manage the information exchange regarding the HST matter.</p> <p><b>Service Provision Tool:</b> The Review of the Service Provision Tool was approved by Secretariat. Brian Shelley and John Clarke will complete the Coordinator Review of Service. Sandra Cole will complete the Executive Assistant Review of Service.</p> <p><b>Coalition Trusteeship:</b> One member agency requested information from Julie regarding the Fiscal trustee responsibilities however no further follow up has been received. No other members have come forward to indicate interest. The deadline to do so is December 1<sup>st</sup> 2016. This item is on the Secretariat agenda.</p> <p><b>Awards and Recognition:</b> The press release announcing the recipients of the Coalition awards was approved by Secretariat. Thank you to Alison Lamantia for creating it. Awards are ready; recipients have been invited by email and letter. Courtesy notification that media may be onsite that day has been provided to member agency Simcoe Muskoka Family Connexions who are hosting the Council meeting that day.</p>	<p>regarding use of funds to repay, if required.</p> <p>Alison to provide updated media list for press release to be sent out to.</p>
7.	<p>New Business:</p> <ul style="list-style-type: none"> <li>• IBOZA <ul style="list-style-type: none"> <li>➢ New email system</li> </ul> </li> </ul> <p>The Coalition email server, IBOZA, is completing an email upgrade. IT support is required for this upgrade. In the past, IT support has been provided via the IT department of New Path Foundation, New Path and Catulpa, in kind. Recent discussion with James Thompson, New Path CEO and President indicate that when IT support is used by the Coalition, an invoice for the service will be generated. As this is a departure from previous practice, further clarification will be sought. In the meantime, James has offered the use of IT support for the current upgrade to the Coalition's email and it was also approved by Infrastructure today.</p> <p>Further discussion also addressed whether other considerations may be looked at in future for use of email such as Gmail and also storage of Coalition files such as cloud based storage. Currently, Coalition files are stored on the laptop used by Julie which is Coalition owned and on the laptop used by Sandra which is owned by Sandra. Provision of laptop is a term of the Coordinator Purchase of Service Agreement. Coalition files should be</p>	<p>Sandra to talk to James about future practice of IT support to Coalition.</p> <p>Add to December agenda: email provision and secure storage of Coalition files.</p>

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	backed up on an encrypted USB stick. Future discussion is needed re storing of information and email provision.	

**Next Meeting: Thursday, December 8<sup>th</sup>, 2016 - 9:30 – 11:30 a.m., Barrie Common Roof (165 Ferris Lane, Barrie) – Board Room**