



**INFRASTRUCTURE STRATEGY TABLE MEETING**  
**Friday, October 14, 2016**  
**1:30 p.m. – 3:30 a.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 (Recorder)

**Regrets:** Lori Shirley (Co-Chair)

	Item	Minutes	Motion/Action
1.	Welcome		
2.	Approval of Minutes September 7, 2016	<p>The minutes of September 7, 2016 were approved.</p> <p>Julie contacted the Kiwanis to ascertain if Lori Shirley has been in contact with them; they have had no contact with her either.</p> <p>The Report Card and Members' Report have been posted to the Coalition website.</p>	
3.	Approval of the Agenda	The agenda was approved with an addition Under Item #5 for a Recommendation to Council re Role of Infrastructure under the New Coalition Structure.	
4.	<p>Updates:</p> <ul style="list-style-type: none"> <li>• Planning Table</li> <li>• Secretariat Table</li> <li>• Council</li> </ul>	<p><b>Planning Table:</b> As the Planning Table meeting of October 11<sup>th</sup> was cancelled, there was no report.</p> <p><b>Secretariat Table:</b> Sandra provided an update from the Secretariat meeting of September 15th 2016. There was a review, discussion and motion to approve the recommendations from the August 23rd Visioning Day to go to Council. An Anti-Human Trafficking Education Day to take place in the Spring was presented by Melanie McLearn, Advocacy Champion. The process to Call for a new Trustee for the Coalition was reviewed. The recent HST audit by CRA was reviewed; a letter and refund cheque will be sent out to member agencies. The recommendation for this year's Award of Excellence was discussed. The recipients have been contacted by Sandra and will receive their awards at the November Council meeting. Changes to the membership package were reviewed and approved.</p> <p><b>Council:</b> Sandra provided an update from the Council meeting of September 22nd 2016. The recommendations and proposed structure for the Coalition were presented, discussed and approved by Council. A call for a new trustee taking over from New Path was made. Melanie presented the idea for an</p>	

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	<p>Anti-human Trafficking Education Day to take place in the Spring which was supported by members. A presentation on the 20K Report on Homelessness took place and was well received. Sandra reviewed the joint presentation by Glen Newby and Brian Jeffery on French Language Services. A survey is being sent out to member agencies from New Path regarding FLS. The Members' Report was presented and has been sent out to members. It is also available on the Coalition website. The finding from the CRA HST audit were presented to members.</p>	
5.	<p>Strategic Plan: Theme #4: Demonstrating Outcomes: Infrastructure Workplan</p> <ul style="list-style-type: none"> <li>• Communication Plan/Budget</li> <li>• Role of Infrastructure under the New Coalition Structure</li> </ul>	<p><b>Strategic Plan: Theme #4: Demonstrating Outcomes: Role of Infrastructure under the New Coalition Structure:</b></p> <p>A suggestion was made to look at the functions of the Infrastructure Table and make a recommendation to Secretariat related to roles/positions to be included in the new Executive Committee.</p> <p>Suggested positions for the Executive Committee included an elected Chair, Vice Chair, and Past Chair. Positions appointed by the Chair included: a Treasurer (from the Trustee), Communication/Stakeholder Relations, Advocacy Champion, Research/Quality Improvement, Chair of Integrated Planning.</p> <p>A discussion took place with regards to having the Past Chair be responsible for HR functions related to the Independent Contractors, eg. Contracts, review of performance.</p> <p>Sandra reviewed the Purpose from the existing Infrastructure Terms of Reference to identify the positions/roles required. The Terms of Reference to be developed for the Executive Committee would include defining the roles and functions of the positions identified above.</p>
6.	<p>Business Arising: Goal #2: b) Financial Stability</p> <ul style="list-style-type: none"> <li>• Financial Report</li> <li>• Member Dues Report <ul style="list-style-type: none"> <li>➤ Outstanding Dues</li> <li>➤ HST Letter/returns</li> </ul> </li> </ul> <p>Website Update</p> <p>Database Update</p> <p>Independent Contractors <ul style="list-style-type: none"> <li>➤ Performance Management Tool</li> </ul> </p> <p>Coalition Trusteeship</p>	<p><b>Goal #2 b) Financial Stability</b></p> <p><b>Financial Report:</b></p> <p>Julie gave an overview of the financial report for the period ending September 30, 2016. The \$9,086.64 identified under Other reflects the Denied Input Tax Credits repaid to New Path. The increase to Contract Services reflects the fees paid to Collins Barrow for consultant fees for the August 23<sup>rd</sup> Visioning Day. Brian reminded members there was a vacancy for three months from September to December, when the previous EA left.</p> <p><b>Member Dues Report:</b></p> <p>A few more member dues were received in September. Julie recently followed up with the remaining four member agencies with outstanding dues. The agency that had asked to negotiate their fees has submitted their cheque.</p>

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	<p>➤ Review Fiscal Trustee Agreement</p> <p>Awards and Recognition</p> <p>➤ Draft Press Release</p> <p>➤ Letter of Recognition</p> <p><b>HST letter/Rebates:</b> The letter to member agencies related to the refund in HST fees for the period April 1, 2016 to present, was reviewed. Agencies wishing to recoup HST collected prior to this period will be asked to contact Canada Revenue directly. We received the order for the new batch of cheques. Julie has prepared the refund cheques for members totalling \$14,200 from a report that was run from QuickBooks and will get them signed.</p> <p>One agency advised they do not require the HST be refunded. A discussion took place around how to proceed should other agencies wish to donate their HST refund to the Coalition. These amounts will show as a donation. If there are other agencies that do not cash their cheques, we will relook at this in a few months.</p> <p><b>Website Update:</b> The updates discussed at last month's Infrastructure meeting have been completed with the exception of those that require assistance from Mahendra Patel of New Path/Catulpa. These changes will be placed on hold pending the change to the Coalition structure and related communication strategy and refresh of the website.</p> <p>Having taken the steps to suggest some positions for the Executive Committee, it is hoped the new structure will be taken to the next Council meeting as we do not want to lose the momentum. Sandra reported discussion regarding next steps and implementation will be taking place at the Secretariat meeting next week. Sandra and Julie have pulled the Tables' Terms of Reference to help with the discussion. It is expected some members will be tasked to work on specific parts of the implementation. A question around filling a maternity leave on a Committee was raised; this would likely be a case by case decision from the Chair.</p> <p><b>Database Update:</b> It was suggested at last month's meeting that Julie investigate on-line Access training. Julie has found some resources and as time permits, will familiarize herself with this program. In the meantime, a work around is in place for distribution lists.</p> <p><b>Independent Contractors:</b> Brian reported he, Alison and Anna have developed a tool, using the format the school board uses for its administrative staff that is based on competencies with a goal setting and personal development section, to be presented to Secretariat next week. A reminder was provided that the tool is from the perspective of an independent contractor vs. an employee, and a change in name to Review of Service Provision was suggested.</p>	<p>Julie to get HST refund cheques signed.</p> <p>Add to December agenda, refund cheques that remain uncashed.</p> <p>Julie to continue with on-line Access training as time permits.</p> <p>Add Review of Service Provision Tool to Secretariat agenda.</p>

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	<p><b>Coalition Trusteeship:</b> The Call for Trustee letter was reviewed and will be sent out independently first thing next week. Glen Newby has offered to reach out to members specifically to help generate some response.</p> <p>The financial incentive of being the Trustee was discussed. The work for the Trustee is minimal but there is a financial risk from an audit perspective. The Fiscal Trustee Agreement reflects approximately \$600 is paid to the Trustee for ensuring the Coalition account is reviewed as part of their annual audit and if the Coalition requests the Trustee to seek resources to support the work of the Coalition through public and private means, the funds generated through this method will be subject to a 15% administrative fee retained by the Trustee when there have been substantial resources dedicated to this effort by the Trustee.</p> <p>A discussion ensued around the possibility of no one coming forward to take on the trusteeship. The trustee process needs to be reviewed as it will arise in the future, if there is no benefit to the Trustee.</p> <p><b>Awards and Recognition:</b> The press release announcing the recipients of the Coalition awards was reviewed. Some suggested changes included ensuring the information provided be factual, having a visual of the classroom to gain media attention, more description of the program, adding a quote from the Chair, heading could read “innovative program honoured by...”. Award recipients may have senior or communication staff from their own agencies in attendance at the award ceremony. It is expected there will be people from Mackenzie Health and the School Board in attendance at the Council meeting. Last year, there was no media presence. Alison, with her portfolio as communication officer, offered to work on the press release further.</p> <p>Congratulations have been sent to recipients by email. A letter will also be going out to the recipients. A letter of recognition for the other nomination is going to Secretariat for approval.</p>	<p>Julie to send out Call for Trustee to Coalition members.</p> <p>Add Review of Trustee process to future Executive Committee agenda</p> <p>Alison to follow up with Kathy/John for description of program.</p> <p>Julie to send press release to Allison for editing.</p>
7.	<p>New Business:</p> <ul style="list-style-type: none"> <li>• Weekly News and Updates <ul style="list-style-type: none"> <li>➤ Request from AAA</li> </ul> </li> </ul> <p>The request from the Vice Chair of the Association for Administrative Assistants (AAA) to send information out through the Weekly News and Updates was discussed. Information shared through the weekly news and updates is on behalf of Coalition member agencies. The only exception to this may be in circumstances where the request to circulate information is connected to the Coalition and of value to the work of our members i.e. government reporting, keynote speaker, etc.</p> <p>Meeting adjourned 2:40 p.m.</p>	<p>Julie to respond to AAA that we are unable to approve their request.</p>

**Next Meeting: Thursday, November 10, 2016 - 9:30 – 11:30 a.m., Barrie Common Roof (165 Ferris Lane, Barrie) – Rooms A/B**