



INFRASTRUCTURE STRATEGY TABLE MEETING
Wednesday, September 7, 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, Julie McAlpine (Recorder)

Regrets: Lori Shirley (Co-Chair)

Item		Minutes	Motion/Action
1.	Welcome	<p>Brian welcomed everyone to the meeting.</p> <p>Brian updated on the diminishing table membership and the need to reach out to some new members. Brian will put out a call for Infrastructure Table membership, if required.</p>	<p>Julie to contact Kiwanis re Lori's availability to return to the Table.</p> <p>Add Infrastructure Table membership to Council agenda.</p>
2.	Approval of Minutes June 9, 2016	<p>The minutes of June 9, 2016 were approved. The August 3rd teleconference notes regarding the HST audit, were reviewed. Ken was to assist Julie with drafting a letter based on the discussion/decision from August 3rd to refund this year's HST to member agencies. Julie will work with John to draft the letter to members.</p>	<p>Add HST Audit to Secretariat and Coalition agenda.</p> <p>Julie will draft the letter with John's input.</p>
3.	Approval of the Agenda	<p>The agenda was approved.</p>	
4.	<p>Updates:</p> <ul style="list-style-type: none"> • Planning Table • Secretariat Table 	<p>Planning Table:</p> <p>Sandra gave a brief update from the June Planning Table meeting which included great presentations from COMPASS and COMPASS Francophone, an update on MOMH, and highlights from her Coordinator's report.</p> <p>Secretariat Table:</p> <p>The Coalition structure and retreat was discussed at the June Secretariat meeting along with some of the follow up items that are on today's agenda.</p> <p>The Purchased Service Agreement between New Path and the Coalition was approved by a motion. An update was given on the Request for Subsidy for the Leadership program and the MoU between the YMCA and Coalition was approved. Melanie McLearn has taken the lead to move forward the anti-human trafficking project.</p> <p>Brian gave an overview of the Coalition Visioning Day that took place on August 23rd with Secretariat members, past Coalition chairs, Alison LaMantia (communication plan) and community partners from some key initiatives. The discussion was led by an outside facilitator and resulted in some proposed</p>	

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	<p>recommendations related to the structure and supports and processes. A very brief teleconference with the facilitator is taking place on September 8th to determine how we want to share the recommendations with the broader group and to develop next steps.</p> <p>This information is not for sharing until it goes through the proper process of being approved by Secretariat and presented at Council. John, Phil, Brian and Jacquie will be addressing the recommendations at Council.</p>	
5.	<p>Strategic Plan: Theme #4: Demonstrating Outcomes: Infrastructure Workplan</p> <ul style="list-style-type: none"> • Communication Plan/Budget <ul style="list-style-type: none"> ➢ Coalition Response to Special Awareness Days/Weeks 	<p>Strategic Plan: Theme #4: Demonstrating Outcomes: Communication Plan/Budget: Defer pending endorsement of proposed structure of the Coalition.</p> <p>Defer pending outcome of structure decision at Council.</p>
6.	<p>Business Arising: Goal #2: b) Financial Stability</p> <ul style="list-style-type: none"> • Financial Report • Member Dues Report <ul style="list-style-type: none"> ➢ Outstanding Dues ➢ Request for Subsidy <p>Members' Report</p> <p>Website Update/Distribution Lists</p> <p>Database Update</p> <p>Independent Contractors</p> <ul style="list-style-type: none"> ➢ Performance Management Tool ➢ Coordinator Extension of Contract 	<p>Goal #2 b) Financial Stability Financial Report: Sandra and Julie met with James Thomson from New Path Foundation around some issues related to financial report generation, bank reconciliations, etc. A meeting with Ken, Sandra and Julie will be set up to work on these items. Brian offered meeting space at the YMCA. Brian, John, and Phil will receive emails as an FYI as to what issues are being worked on.</p> <p>An invoice in the amount of \$9,086.84 was received from New Path for the denied input tax credits.</p> <p>Member Dues Report: Eight membership dues are still outstanding. Three of the outstanding agencies tend to pay in the fall as a result of their yearend.</p> <p>An agency has asked to negotiate their fees as a result of having lost funding for their youth program. A recommendation will be made to Secretariat that the agency pays the \$200 minimum membership fee by a specific date.</p> <p>Members Report: Sandra and Julie worked on the Members' report over the summer with input from John, Trevor and Brian. Included in the report are all the topics that were identified by Infrastructure members.</p> <p>One of the items to be included was the Report Card which was developed by Trevor McAlmont and included Turn the Curve information from the working groups that submitted updates. Some changes were suggested which included listing the indicators in order and removing the strategic indicator box from the top of the report. Suggested changes to the Members' Report included:</p>

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	<ul style="list-style-type: none"> • List member agency by name instead of logo (alphabetized), listing start of membership date, if possible • Make the Report Card two pages instead of one • Add job title and email address for Sandra/Julie • Move the annual statement to the back page and rejig pictures/articles on page 2. <p>In previous years, the report was printed. It would be preferable to have the Members' Report as an electronic document, housed on the Coalition website where it could be printed as required.</p> <p>Website Update/Distribution Lists: Mahendra Patel did a great job moving the website over to WordPress. Over the course of the summer, Sandra and Julie worked on updating the website.</p> <p>The updates to the website were reviewed resulting in the following changes :</p> <ul style="list-style-type: none"> • the Report Card will be loaded once approved at Secretariat • remove the Need Help and Mini Service Directory (You are not alone) from the right hand side of the page • create a draft Weekly News and Updates page so that in the future, members can see current information. It was suggested looking at members subscribing to receive posts. • About Us page: delete information after Report card... We look forward...serve our area. • remove the Advocacy page • defer what to do with Presentations to Council at this time • Members/Infrastructure page: remove ministry mandate letter • Planning table/Reports & Presentations: remove presentations • Members/Planning Table/Compass – inequity between working groups' information being submitted. Suggestion to make these sections expandable, to "see more information" • Link Leadership information to first page. <p>Database Update: Defer database to next meeting. As the database is still under construction, Sandra and Julie will continue using the distribution list which were updated over the summer months. A suggestion was made to look at Access training webinars.</p> <p>Independent Contractors: John has been working on extending Sandra's contract through to October. A performance review was to have taken place before the end of Sandra's</p>	<p>Upon approval, have grey scale copies available at Council meeting.</p> <p>Julie to update the website.</p> <p>Sandra to follow up with working groups to submit information. Julie to ask Mahendra about condensing/expanding sections.</p> <p>Add Database to next agenda. Julie to look into Access training webinars.</p>

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	<p>contract, but the tool has not yet been developed. As independent contractors, performance feedback is important to ensure we provide quality services/support. Brian will connect with Alison and Anna by conference call in the next few weeks to put together a performance review template.</p> <p>Sandra's performance review will be provided by John and Phil. Sandra will provide Julie with a performance review, with feedback from others.</p>	<p>Brian to set up a conference call re performance management tool.</p>
<p>7.</p>	<p>New Business:</p> <ul style="list-style-type: none"> • CRA Ruling re HST Audit • Coalition Trusteeship • Infrastructure Table Membership • Format of Agendas • Processes/Annual Key Action Items • Membership Package/New Member Log • Awards and Recognition <p>CRA Ruling re HST Audit: See Approval of Minutes above.</p> <p>Coalition Trusteeship: Criteria outlining the requirements for being the trustee of the Coalition needs to be developed. The following criteria was suggested:</p> <ul style="list-style-type: none"> • a letter from the agency's Board of Directors supporting the trusteeship • two years of audited financial statements • a contact person committed to providing support • the trustee agrees to meet the terms set out in the agreement • the contract is renewed annually <p>A process will be developed using the Fiscal Trustee Agreement as a reference, listing the main responsibilities in point form.</p> <p>Infrastructure Table Membership: This item will be tabled pending the outcome of the Coalition structure recommendations.</p> <p>Format of Agendas: As part of the goal to ensure the Coalition is represented in a professional manner, agendas now reflect the vision and mission. A column has also been added to identify what strategic outcomes the item is addressing.</p> <p>Processes/Annual Key Action Items: Over the summer, Sandra and Julie developed six processes for annual key items that will ensure consistency going forward. The annual chart outlining the monthly key action items was reviewed. All processes and Key Action items were reviewed by Infrastructure members and approved.</p> <p>Membership Package/New Member Log: The membership application was revised to make it more concise and to include information that identifies who, from the agency, should receive what information.</p> <p>A log has also been developed that will track interest in becoming a member</p>	<p>Julie and Sandra to draft Trustee process.</p> <p>Add Table membership to next agenda, if required.</p>

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	<p>of the Coalition. Both the application and log were approved.</p> <p>Awards and Recognition: Sandra reported on the nominations for the Collaboration Champion and Award of Excellence. No submissions for the Collaboration Champion award were received. Two nominations were received for the Award of Excellence.</p> <p>Using an evaluation matrix, the committee which included Sandra, Liz McKeeman and Alison LaMantia met and recommended the FASD classroom be given the Award of Excellence. It was noted that while the other nominated project did not meet the criteria, the amount of collaboration and dedication to move this project forward deserved some recognition and it was suggested the Chair of the Coalition acknowledge the work done.</p> <p>Some questions around the application were noted by the group reviewing the nominations and it would be helpful to get a group back together to review and tweak the guidelines</p> <p>A request was received from DrugRehab.com to list their website on the Coalition website. They will be advised we are in the process of reviewing our communication strategy and the process around vetting information to be added to website, and will relook at their request in the future.</p> <p>Meeting adjourned 11:30a.m.</p>	<p>The nomination for the Award of Excellence will be added to the Secretariat agenda.</p> <p>Sandra to follow up with possible revisions to the Awards process.</p> <p>Sandra to respond to DrugRehab.Com.</p>

Next Meeting: Thursday, October 13, 2016 - 9:30 – 11:30 a.m., Barrie Common Roof (165 Ferris Lane, Barrie) – Board Room