



SECRETARIAT MEETING
 Thursday, February 18, 2016 – 11:30 – 1:30 p.m.
 The Common Roof Barrie – Board room
MINUTES

Attended:

John Clarke (Chair)
 Sandra Cole
 Jacquie Ferguson
 Phil Hough (Vice Chair) via teleconference
 Nadia Martins
 Brian Shelley
 Trevor McAlmont
 Julie McAlpine (recorder)

Regrets:

Glen Newby

Guest: Lora D'Ambrosio

Item		Presented By	Minutes	Motion/Action
1.	Welcome	Chair	John welcomed everyone. Roundtable introductions were made. Phil joined the meeting via teleconference and we will evaluate how this works out going forward.	
2.	Approval of Minutes from January 21, 2015	Chair	Moved by Brian Shelley and seconded by Phil Hough that the minutes from January 21, 2016 be approved.	
3.	Approval of the Agenda	Chair	Additions to the agenda included the next meeting date as it is scheduled on the March break and under New Business, Nadia would like to add French Language in the Coalition. Moved by Jacquie Ferguson and seconded by Nadia Martins that the agenda be approved.	
4.	Strategy Table Updates: <ul style="list-style-type: none"> • Infrastructure • Planning 	Trevor/Brian Nadia/Jacquie	Infrastructure: <ul style="list-style-type: none"> • The proposed budget for next year was presented and reviewed. Last year it was suggested that some of the surplus funds be used for professional development however, the PD fund has funds in it currently so the discussion was that additional funds were not needed this year. Of the \$18-20,000 surplus funds being carried over, it was proposed \$15,000 be used for enhancements to the website and for the communication plan. Ken recommends a balanced budget with a column showing unspent funds from the previous year. After the proposed budget is approved here, it will then go to Coalition for approval. • Four membership fees are outstanding and follow up is taking place. • Lori Shirley has agreed to take on the Infrastructure Table Co-chair role when Trevor's term is up. Trevor has agreed to stay on the Infrastructure Table. Planning: <ul style="list-style-type: none"> • 10 out of 14 TTCs have been received from tables and efforts to try to collect the rest continue. The bigger job is trying to capture workplan pieces to ensure we capture that the Coalition is doing more than the RBA and TTC pieces. • The ASD Partnership and Basic Needs Task Group presented their annual updates last meeting. 	Add budget approval to Coalition agenda as its own item.

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			<ul style="list-style-type: none"> • Tracey Keighley-Clarke presented RVRHC's motion for support of the development of a child and youth program. After some good conversation at the Planning Table, it was recommended the Motion for Support go forward to Council. The motion was sent out to the Coalition for an e-vote due to time constraints; quorum was achieved, and a letter of support was sent. Secretariat was advised the Criteria for Motion of Support process was being followed. Jacquie and Sandra talked about the feeling at the Planning Table during the presentation. Some members stated they feel disconnected from the work happening at RVRHC and would like to see them back as a member of the Planning Table. The presentation by Tracey offered an opportunity for Planning Table members to express their thoughts and discuss with Tracey which was a positive process that allowed for reciprocal sharing of information. Tracey has advised that they are looking to have a presence at Planning Table again once their current staffing vacancy is addressed and they have a new Manager in place. • The Planning Table continues to work on getting their TTC done and to define integration/alignment and how to measure it. Looking at measurement tools. A suggestion was made to have a smaller group come together to work on the TTC, then come back and present it. • The Seasons Centre used the Coalition logo for its Education day on emotional intelligence, Inside Inside Out on April 26. There is a session during the day and one at night for parents. 	
5.	<p>Secretariat Role in Strategic Plan Theme #3: Enabling priority projects that are identified, successfully implemented, and sustained.</p> <ul style="list-style-type: none"> • Coalition Structure in a Changing Environment • Advocacy 	Chair	<p>Coalition Structure in a Changing Environment</p> <ul style="list-style-type: none"> • A discussion took place, has this topic been looked at enough to suggest the current tables and structure are working well or is there a need to disband/add a table(s) i.e. are we structured properly? Secondly, if we do not change any tables, are there elements/pieces/groups that are getting missed. Do we reconnect in another way? • This has been looked at a couple of times with a few discussions and although there has not been a thorough review, enhancements are needed. A survey was sent out last summer, with not a lot of uptake – no real value from the responses. • Discussed how aware members are as to the role of the Coalition and its tables and what being a member of the Coalition means. The Memorandum of Association addresses working together in an integrated way. As Sandra attends task group and network table meetings as a liaison, her plan is to strengthen the connection to the Coalition, and focus on the alignment of the work of the tables with the Coalition as a whole. With changing memberships at tables and task groups, a review of the bigger picture can be helpful. Attending these meetings will also assist to highlight where there is symmetry in work that is occurring across tables. The Members' Report will also help with this and the Report Card will act as a visual tool that shows how workgroups relate to outcomes and will help working groups see their role in the big picture. • Trevor spoke about recent discussions about how the Coalition fits with the Poverty Reduction Strategy, as the Coalition Strategic plan relates to resilience, not poverty. The Poverty Reduction Strategy will come in writing to the Coalition at some point. • From a different perspective, Nadia spoke about Compass Co-management's sub group working on the realignment of mental health in schools and the connection to MOMH. • A suggestion was made that it might be helpful to pay attention to process to review situations that arose over the last year to see if there were any issues that were not resolved within the current structure. It seems that the current structure has worked so far, with no evident breakdown in any areas and that some structures are stronger than ever ie Infrastructure. 	

Item	Presented By	Minutes	Motion/Action
Council Request - Evolving Community Impact Model-United Way <ul style="list-style-type: none"> • 2016/17 Membership Package • Council Hot Topic Ideas • Exit Tickets 	Sandra/Julie	something from a Coalition perspective by having the band come back at another time using some year end funds. Further discussion to take place next month.	
	Sandra	Council Attendance: <ul style="list-style-type: none"> • Defer. 	Add Council Attendance to next agenda.
	Sandra	Presentation to Council Request-Evolving Community Impact Model: <ul style="list-style-type: none"> • The request from United Way for a 20 minute presentation on Evolving Community Impact Model for the May council meeting was approved. 	Add presentation to May Council agenda.
	Sandra/Julie	2016/17 Membership Package: <ul style="list-style-type: none"> • Sandra reviewed the date and contact information changes made to the letter and fees schedule for the 2016/17 Membership packages. "You Made it Happen" went to Infrastructure where some suggested changes were made eg. letter format. Sandra reviewed the changes identified in red and members were asked to provide feedback by the end of day tomorrow otherwise it will be assumed it is fine to go out for translation. 	
	Sandra	Council Hot Topic Ideas: <ul style="list-style-type: none"> • A request from Danette Blue and Glen Newby to have Human Trafficking as the hot topic for March's Coalition meeting was approved. • The Hospital for Sick Children's presentation on Infant Mental Health in Simcoe County was approved for the May council meeting. • Guests of members are allowed to attend for meetings if the topic is relevant. 	Add Human Trafficking to March Council agenda. Add Infant Mental Health to May Council agenda.
	Sandra/Julie	Exit Tickets: <ul style="list-style-type: none"> • This item will be sent out electronically to Secretariat members for their review. 	Julie to send out exit ticket matrix.
Nadia Martins	French Language in the Coalition: <p>The francophone population is identified in the Strategic plan, Francophone Compass is at the table, and part of our website is in French. Nadia feels sometimes we need to make francophone inclusivity more of a priority. When the communication plan is developed and the website is addressed, we need to imbed translation costs to address our French Language priorities.</p> <p>When tables are presenting workplans and TTCs, we always ask how is French language being addressed. How are we assisting tables work to support this? This question was included on the Planning Table and Working Group Report. More discussion is needed.</p>	Add French Language in the Coalition to next agenda.	
	<p>John thanked everyone for great discussion. The meeting adjourned at 1:30 pm.</p>		

Next Meeting: March 17, 2016, 11:30 – 1:30 p.m., The Common Roof, Board room