



SECRETARIAT MEETING
 Thursday, January 21, 2016 – 11:30 – 1:30 p.m.
 The Common Roof Barrie – Resource Room
MINUTES

Attended:

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

Regrets:

Glen Newby

Item		Presented By	Minutes	Motion/Action
1.	Welcome	Chair	Roundtable introductions were made. John welcomed everyone back after the holiday season. John welcomed and introduced Julie McAlpine, the new Executive Assistant.	
2.	Approval of Minutes from November 19, 2015	Chair	Moved by Brian and seconded by Jacquie that the minutes from November 19, 2016 be approved.	
3.	Approval of the Agenda	Chair	BNTG Poverty Definition to be added to the Agenda, under Business Arising. Moved by Trevor and seconded by Fiona that the Agenda be approved.	
4.	Strategy Table Updates: <ul style="list-style-type: none"> • Infrastructure • Planning 	Trevor/Brian	<p>Infrastructure:</p> <ul style="list-style-type: none"> • The Statement of Operations was reviewed. 95% of member fees are in; 10% higher than last year. Ken is following up on truant memberships. • Infrastructure has been slowly updating its 2014-2017 Workplan. • A concern was raised at the Infrastructure meeting with the lack of process surrounding the contract of services related to MOMH. This generated a discussion at today's meeting on why this happened, and what the process needs to be in the future. The feedback from the Infrastructure was appreciated as it is their role to flag these types of issues. It was noted that even when things are time sensitive, the process should not be rushed. The agency would submit a written request to Infrastructure to review, get clarity, and make recommendations to Secretariat. Requests would need to meet the Coalition's Mission, Vision and Values to be approved. There was a recommendation from Infrastructure that if Sandra's secondment is to extend, there should be a separate contract of service between Sandra and New Path. <p>Action: Infrastructure to write up a formal process for requests of resources and bring to Secretariat and then to Council for approval.</p>	Infrastructure to develop process for request of resources for approval by Secretariat/ Council.

		Fiona	<p>Communication Strategy (moved from New Business):</p> <ul style="list-style-type: none"> Fiona advised she has recently been seconded to the Ontario Y for 20% of her time, and has been identifying what part of her current work she can take away. Fiona will not be able to continue her role with Advocacy for the Coalition at this time. John congratulated Fiona and thanked her for the work she has done for the Coalition. It was suggested that this be taken to Council for sharing and ask if someone is interested in stepping up. Advocacy sits at the Secretariat Table. Sandra reviewed the ToR and advised the Communication piece sits with infrastructure. The work Fiona did needs to be connected back to Infrastructure. A discussion took place on advocacy vs. lobbying and the challenge for all member agencies to agree to a stand on an issue when they have own Board of Directors. A suggestion was to use consultations, not lobbying, to provide input and draw attention to an issue, hoping others join and put forward their concerns also. <p>Action: Announce at Council that Fiona is moving on, and ask if anyone is interested in sitting on Advocacy.</p>	
		Nadia/Jacquie	<p>Planning:</p> <ul style="list-style-type: none"> A lot of time has been spent supporting other tables with their TTC. The RBA training was well received. The Planning Table's next focus is to finish their own TTC and collect additional information from tables around the work they are doing that is not flagged on the TTC so that a broad picture is created, allowing for analysis of gaps, overlaps and opportunities for collaboration. The Planning Table's TTC is their workplan. Using the RBA framework, they started with what work is being done in conjunction with the strategic plan and other tables. Over the next few months, they plan to add other work being done which will be sent to Secretariat when it is done. Hope to have the workplan up to date by the May Council meeting. Planning will also be asking working groups and tables to submit any data they have on their TTC reports so that it can be included in the dashboard report from Infrastructure to Council in May. Annual presentations to Planning Table by working groups and tables are occurring again – hope to have them all complete by June. There were two presentations recently, one from RVH's Urgent Consult Clinic and FASD's yearly update. There is a new member of the Planning Table from the Gilbert Centre who hopefully will start in February. Sandra has reached out to RVH and is awaiting a response, to see if someone else can sit on the Planning Table. 	Add advocacy request to Coalition agenda.
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"> Deferred. <p>Advocacy:</p> <ul style="list-style-type: none"> See Communication Strategy above. 	Add to next agenda.
		Fiona		
6.	<p>Business Arising:</p> <ul style="list-style-type: none"> YMCA Lakehead Leadership Program 	Sandra	<p>YMCA Lakehead Leadership Program Subsidy Process:</p> <ul style="list-style-type: none"> The changes that were made to the Guidelines and Application, based on feedback received in November, were reviewed. 	

		Trevor	<p>done, it is up to the community if they want to start a living wage campaign, marketed to their community.</p> <ul style="list-style-type: none"> Trevor explained what it tells us – many areas around the country developed a living wage which is a top up on the minimum wage – the real cost of living, transportation, internet, etc. When done, the living wage will be announced at individual agencies/communities. Agency and communities could lead a campaign with goal to get employers on board i.e. employer champions. A discussion took place on the impact on businesses. The County will share information with the community but what they do with it, is up to them. It is being looked at in a lot of areas i.e. provincially and in certain ministries. A discussion ensued about what the Coalition would do with the information from an information/ communication standpoint. This will need to be part of a communication strategy. The Coalition will need a statement and a plan to address questions. Every organization is going to have to do its own internal reflection. As the County does this work, it would help to hear what your processes are. 	
		Sandra	<p>Help Develop Ontario’s Budget:</p> <ul style="list-style-type: none"> The province is looking for input on its budget. Communities can provide feedback online and in town halls across the province too. 	
		Sandra	<p>Community Hub Forum:</p> <ul style="list-style-type: none"> Sandra attended the forum. James Thompson, with New Path, talked about the Common Roof and others like it. The province is looking at ways to plan communities to use space to integrate services under one roof. The day was about gathering information and examples where this is happening. This information will be put into a report which we will receive. The Coalition was brought up as a virtual one roof concept. 	
		Sandra	<p>Memorandum Of Association:</p> <ul style="list-style-type: none"> A request from the Seasons Centre to use the Coalition’s logo flagged language regarding the use of the logo is required. Infrastructure was to build language into the MoA. Member packages will be going out in February and if in agreement today, the MoA would go to Council next week for approval. Sandra outlined the changes made: corrected the name of the Coalition, updated date, changed Annual Report to read Members’ Report, and added a bullet around use of logo, and under Obligations, around the use of logo/brand. Remove examples on roles (page 3). Infrastructure is working on a branding strategy as part of the communication strategy. Sandra will update the Memorandum and send to Julie to be included as part of the Council’s consent agenda. 	Sandra to update MoA. Include as part of Council’s Consent Agenda.
8.	Review of Coalition Agenda for Nov 26 th	John	<ul style="list-style-type: none"> Change YMCA Lakehead Leadership Program Survey Results to Professional Development Opportunity for Coalition Partners and add as an agenda item Move MOMH from Flash Updates to agenda item Change Communication Strategy to Advocacy Update. Add the following as Consent Agenda items: <ul style="list-style-type: none"> ➢ BNTG Poverty Definition ➢ Memorandum of Association ➢ YMCA Lakehead Leadership Program Subsidy Guidelines/Application. Correct name of Coalition on top of agenda. A call for new co-chairs at Infrastructure and Planning Tables can be announced at the Coalition meeting. 	Julie to confirm times with presenters.

Next Meeting: February 18, 2016, 11:30 – 1:30 p.m., The Common Roof, Board room