



SECRETARIAT MEETING

Thursday, June 16, 2016 – 11:30 – 1:30 p.m.
The Common Roof Barrie – Resource Room
MINUTES

Attended:

John Clarke (Chair)
Sandra Cole
Jacquie Ferguson
Phil Hough (Vice Chair)
Trevor McAlmont
Julie McAlpine (recorder)
Melanie McLearn
Brian Shelley

Regrets:

Glen Newby

Item	Minutes	Motion/Action
1. Welcome	John welcomed everyone to today's meeting. Jacquie was congratulated on her new position as Regional Executive Director for Residential Services for Kerry's Place, Central.	
2. Approval of Minutes from May 19 and 24, 2016	Moved by Jacquie Ferguson, seconded by Melanie McLearn that, the minutes from May 19 and 24 (teleconference), 2016, be approved.	
3. Approval of the Agenda	Moved by Brian Shelley, seconded by Phil Hough that, the agenda be approved. An individual has come forward to advise they would be interested in the Vice Chair position next year. This will be noted for consideration at the time of chair transition in 2017.	Julie to note for next year.
4. Strategy Table Updates: • Infrastructure • Planning	Infrastructure: <ul style="list-style-type: none"> • Member fees are coming in; we are ahead of where we were last year. • An hour long conversation on the communication strategy took place. Starting to price out costs related to web development, branding, etc. This conversation has been put on hold until after the Secretariat retreat to determine the direction the Coalition is going as the communication strategy supports the vision of the Coalition. Alison LaMantia was commended for the great work she has done on this document. We will be ready to move forward in the fall after the conversation at Secretariat has taken place. • Sandra's performance review has not taken place as the person developing the performance management tool is on personal time with a family issue. Sandra contract's ends June 23rd and the recommendation from Infrastructure is to extend it for one month. A full review of the contract will not occur until after the performance review. Ken has been revising the language in Sandra's contract to mirror the language in Julie's contract i.e. to reflect a contracted service provider. 	

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		<p>Planning:</p> <ul style="list-style-type: none"> Nadia had previously flagged the gap from the francophone community at Coalition and it also came up in the francophone COMPASS presentation. Sandra does not speak French so is unable to participate in francophone COMPASS meetings. We need to think about how to ensure we do not lose this connection. Some discussion at Secretariat included suggestions for someone from the French Catholic Board, Le Clé, someone from the FLS team eg. Kristen Mair. Work continues on the alignment and integration tool. COMPASS and Francophone COMPASS did their annual presentations. Francophone COMPASS see themselves as separate from Anglophone COMPASS. In future, both COMPASS tables will be scheduled to present on the same day and will be invited to stay and listen to one another's presentation. 	
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 <ul style="list-style-type: none"> ➤ Report from Lora D'Ambrosio 	<p>Coalition Structure in a Changing Environment</p> <p>Report from Lora D'Ambrosio: Lora had been asked to attend Secretariat meetings, along with reps from TAYSoS (which did not occur). Lora had been attending Secretariat meetings to provide input on the discussion on the Coalition's structure in a changing environment and has submitted a report around Best Start and its relationship with the Coalition, which included a recommendation for consideration.</p> <p>Sandra recapped that this discussion started with the last Strategic Planning initiative where it was learned there was a disconnect between front line staff, leadership and the Coalition. This conversation, "do we have the right structure?", has been happening for more than three years.</p> <p>Members are aware we are looking into this. It is in the Strategic Plan. We were charged with bringing a recommendation back to Council.</p> <p>We are hearing people are feeling pressured, attendance/membership at meetings is down. Why do we need so many committees with the same people attending? Do we have too many committees with all these groups reporting to the Coalition on separate issues? This has relevance to this discussion.</p> <p>There is a need for large networks such as Best Start, Poverty Roundtable, MOMH to feel integrated. The question is how do we integrate them? Does the current structure meet the needs? Explore potential options to support current needs.</p> <p>Discussed who should be invited to participate in the discussion at the retreat i.e. past chairs, MOMH (Liz McKeeman), Best Start (Lora D'Ambrosio), SNS (Louise Paul also as incoming Vice Chair), Poverty (Trevor could bring someone), SCATEH (Sara Peddle from David Busby). Someone from LIP was also suggested. Brian offered the YMCA Boardroom to host the retreat.</p> <p>Someone is needed to facilitate and walk us through the day so we achieve our outcome. A</p>	<p>Julie to send invite to suggested participants.</p>

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	<p>Susan Carmichael (past Chair) Karen Hirstwood (past Chair) Carolyn Shoreman (past Chair) Alison LaMantia (communication plan) Lora D'Ambrosio (Best Start submission and previous involvement with Secretariat)</p> <p>Request for Subsidy YMCA/Lakehead Leadership Program: As per the recommendation for the request for subsidy, two options were presented 1) 50% subsidy for the June training fee or 2) 100% subsidy for the November training. The applicant was appreciative of the options but was unable to attend the November session and will be attending in June. They have already registered. The other condition was the full payment of membership fees which has been made.</p> <p>YMCA/Coalition Memorandum of Understanding: Brian reviewed the YMCA/Coalition Memorandum of Understanding that went to Infrastructure last week and was recommended for approval with a revision to make the date current. Brian gave an overview of the terms of the agreement.</p> <p>Motion: Moved by Phil Hough that the Memorandum of Understanding between the YMCA and Coalition be approved. All in favour with one abstention from Brian due to a conflict of interest.</p> <p>John signed the contract and will a copy will be scanned to Brian.</p> <p>Coalition Vice Chair Announcement: The announcement that Louise Paul is the incoming Vice Chair was made at Council. As not all members were in attendance it was suggested an announcement be sent out to Council members.</p>	<p>invites.</p> <p>Julie to scan signed MoU to Brian.</p> <p>Julie to draft announcement for John's approval.</p>	
7.	<p>New Business</p> <ul style="list-style-type: none"> • Members' Report <ul style="list-style-type: none"> ➤ Chair's Report • Crisis Steering Committee's Request for Resources • Presentation to Council: Anti-Human Trafficking Coalition • MOMH Presentation to Council <ul style="list-style-type: none"> ➤ Recommendations • Request for 	<p>Members' Report: Sandra and Julie will be working on the Members' Report over the summer. Trevor will provide an RBA report card to be included. John will provide a Chair's Report, which could include many of the key activities from the past year outlined in You Made It Happen. The report will also include the Coalition award winners, Statement of Operations, membership list and success stories eg. YMCA Leadership program. Some additional suggestions included photos of events, graph of last year/current year membership.</p> <p>The plan is for the Members' Report to go to Infrastructure for review in September, then to Secretariat for approval, and out to members in the fall.</p> <p>Crisis Steering Committee's Request for Resources: A request for 10 hours of Sandra and Julie's time to facilitate getting the Suicide Risk Protocol out and MoUs signed by November came in from the Crisis Steering Committee. Following</p>	<p>Brian to send photos from Leadership program.</p>

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<p>Membership-E3 Community Services</p> <ul style="list-style-type: none"> Council Meeting Dates 	<p>process, the recommendation from Infrastructure is coming to Secretariat for approval.</p> <p>Sandra read the draft email response to Crisis Steering which indicates we are unable to support their request due to competing priorities and recommends that they consider other resource options to meet the sustainability of their committee's future needs.</p> <p>Some of the discussion around this decision is based on helping working groups to build capacity and not have them reliant on something not sustainable, and with Sandra and Julie's workplan, there is no additional time to give them. Sandra sits at Crisis Steering and can be involved in that capacity helping to roll it out.</p> <p>Sandra gave the history of the support from the Student Support Leadership funding that was attached in the past. There was no offer of funding attached to the Crisis Steering Committee's request; it is an unfunded work group. If questions around the New Path agreement arise, there is funding attached to this. When funding is attached, it is a little easier to approve as it does not impact the work plan as the work is outside of Coalition hours.</p> <p>There are 14 working groups that have a reporting relationship to the Coalition. We do not provide resources to all the committees. Sandra does not attend all 14 committees' meetings but attends each one a couple of times of year where possible.</p> <p>Motion: Moved by Brian Shelley, seconded by Melanie McLearn that, the response be sent to the Crisis Steering Committee that we are unable to support their request for 10 hours of Coordinator and Executive Assistant resources due to competing priorities, and recommend they consider other resource options. All in favour. Motion approved.</p> <p>Presentation to Council: Anti-Human Trafficking Coalition: The presentation on Human Trafficking was excellent but went over in time and did not allow for debrief/questioning. Some members were concerned about this, and were interested in seeing how, as a Coalition and as individual organizations, we can be involved with this issue. It was suggested having Kathy Willis come back in September; query do some agencies want to get together with Kathy for a conversation re how the Coalition can help out or could the Coalition host a half day symposium on this topic. It was agreed this item should come back to Secretariat for follow up/ discussion.</p> <p>The work around Human Trafficking being done in Simcoe County was discussed. There is the development of the Anti-Human Trafficking Coalition with Kathy Willis as the co-chair. Two professors at Lakehead are doing work in this area. There is also a lot of support from the Ministry and Chief Greenwood around this issue.</p> <p>Co-hosting an educational day similar to what the Seasons Centre did, was suggested. There</p>	<p>Sandra will send the response to the Crisis Steering Committee</p>

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	<p>would be a need to find funding, or charge participants. The Child Advocacy Centre has a trainer who has a grant for public education and who also sits on Kathy Willis' coalition. There would be a lot of interest from every sector.</p> <p>Discussed that when something resonates with the membership, it is our role to take it on for further exploration. Melanie will take this on as a project from an advocacy perspective. A stand alone email from the Vice Chair to members advising we are reaching out to organizations around hosting a community day to continue and expand the conversation around Human Trafficking will be sent.</p> <p>MOMH Presentation to Council – Recommendations: At the May Council meeting, Glen and Liz thanked the Coalition for the extension of the Purchased Services agreement. Liz also gave a MOMH update where there was a recommendation to ask Secretariat to have a discussion as to where the MOMH fits with the Coalition i.e. what is the right place, the right table, what is the fit.</p> <p>With so many large initiatives and networks, how do we ensure alignment/integration? This ties in to the report from Lora D'Ambrosio with Best Start as an example, there is a need for a better type of integration rather than sitting on a committee.</p> <p>As this item ties in with the broader discussion on Coalition structure in a changing environment, it will be tabled and discussed under Item #5.</p> <p>Request for Membership – E3 Community Services: The membership application was reviewed at Infrastructure with a recommendation to Secretariat to be approved. E3 has already submitted their cheque for membership fees and signed the MoA.</p> <p>Motion: Moved by Jacquie Ferguson, seconded by Phil Hough that, E3 Community Services request for membership with the Coalition be approved. All in favour. Motion approved.</p> <p>Council Meeting Dates: Julie advised locations/meeting rooms have been confirmed for each of the upcoming Council meetings.</p> <p>Meeting adjourned at 1:30p.m.</p>	<p>Melanie to take lead on moving this project forward. Julie to draft email to members.</p> <p>Julie to send Council meeting dates/venues to members in July/August.</p>

Next Meeting: September 15, 2016, 11:30 – 1:30 p.m., The Common Roof, Boardroom