



SECRETARIAT MEETING
 Thursday, May 19, 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)
 Nadia Martins
 Trevor McAlmont
 Julie McAlpine (recorder)
 Glen Newby
 Brian Shelley

Guests:

Susan Carmichael, Simcoe Muskoka Family Connexions
 Elizabeth McKeeman, New Path Youth and Family Services

Item	Presented By	Minutes	Motion/Action
1. Welcome	Chair	John welcomed everyone to today's meeting.	
2. Approval of Minutes from April 21, 2016	Chair	Moved by Nadia Martins, seconded by Brian Shelley, that the minutes from April 21, 2016, be approved.	
3. Approval of the Agenda	Chair	<p>Moved by Trevor McAlmont, seconded by Glen Newby, that the agenda be approved with the addition of YMCA Lakehead Leadership Program Request for Panelists and Fiscal Trusteeship of Coalition under New Business.</p> <p>Nadia was congratulated on her new executive director position in York starting June 13; she will be missed in Simcoe County. Nadia advised that she is on the May 30th agenda at the Francophone COMPASS meeting. It is hoped a small working group is struck to come back to the Coalition with recommendations to be more inclusive and supportive of Francophone COMPASS. Sandra noted Francophone COMPASS is coming to the Planning Table in June to present their annual update and could include this as part of their update i.e. what their needs are.</p>	
4. Strategy Table Updates: <ul style="list-style-type: none"> • Infrastructure • Planning 	<p>Brian</p> <p>Nadia</p>	<p>Infrastructure:</p> <ul style="list-style-type: none"> • The Infrastructure meeting was rescheduled to next Tuesday. We are working on the redevelopment of the website to align with our communication strategy but in the interim, there is a \$500 stop gap solution to manage the website with internal IT support from John and Mahendra of New Path. The look is the same as the original website. Brian gave a brief financial and membership dues report. We are in a better state than the same time last year. Nadia will provide an email address to follow up with if dues are still outstanding in October from the French Catholic School Board. • Brian and Trevor are not able to attend next week's Council meeting. John will address the results of the evote from the 2016-2017 budget. • Trevor is finishing his co-chair term in September and will stay on as a member of the Infrastructure Table. John commented the Infrastructure Table is the strongest it has ever 	Nadia to provide contact email for outstanding dues.

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		<p>been. Trevor's name has come up in York regarding his passion for RBA and his role as a leader. Trevor commented how engaged participants were at the last RBA101 session, relating the information back to practical applications.</p> <p>Planning:</p> <ul style="list-style-type: none"> • Planning Table's TTC was approved and has gone to Infrastructure. • Gina Browne's definition of integration has been approved and the task group will reconvene to look at the continuum and how to measure. • Nadia gave an update on the RBA training session and some of the suggestions that came out of it i.e. working tables' examples of TTCs (Sandra has given examples to John), videoing Trevor 's RBA training to be housed on the website, and working group co-chairs wanting to meet more often. Planning Table will look at this in the Fall. Gaps were identified as being the absence of groups such as SCATEH and O-CAN. Concerns around communication not streaming down were raised and the group was advised of the development of a communication plan and website. • The draft alignment tool was piloted for the Triple P, WrapAround and CTN presentations with a few suggested tweaks. The tool should be finalized soon. • Stefanie Smith from Mackenzie Health has agreed to take on the Co-Chair role with Jacquie. Thanks were given to Nadia for all the work she has done with the Planning Table. 	
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: Defer to next Secretariat meeting.</p>	Add Report to June Secretariat agenda.
6.	<p>Business Arising:</p> <ul style="list-style-type: none"> • Purchased Service Agreement between New Path and the Coalition • Performance Management Tool • Secretariat Retreat • French Language Mapping Report (David Jeffery) • Coalition Vice Chair Position 	<p>Chair</p> <p>Trevor/Brian</p> <p>Sandra/Julie</p> <p>Julie</p> <p>Chair</p> <p>Purchased Service Agreement between New Path and the Coalition: Sandra and Julie left the meeting during the in-camera discussion of the request from New Path to review the decision made at the April 21, 2016, Secretariat meeting that there be an independent contract between New Path and the Coordinator and Executive Assistant for MOMH support.</p> <p>Given the shared alignment goals and outcomes between the Coalition and MOMH, it was recommended the decision from the April 21st Secretariat meeting, be changed.</p> <p>Recommendation: Moved by Nadia Martins, seconded by John Clarke that the decision made at the April 21st Secretariat meeting be amended to reflect New Path will flow the funds to the Coalition to purchase Coordinator and Executive Assistant support one day/week. All in favour, recommendation passed.</p> <p>Performance Management Tool:</p>	Add Performance Management tool

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		<p>As Infrastructure does not meet until next week, defer to next meeting.</p> <p>Secretariat Retreat: Sandra and Julie are starting to pull together documents to support the discussion around the Coalition's structure that will take place at the summer Secretariat retreat. A discussion around some additional participants took place eg. Susan Carmichael, Karen Hirstwood, Carolyn Shoreman, Alison LaMantia. Other participants were also suggested and it was decided to discuss this further at the next meeting. Last year, the retreat took place from 9:00am-2:00pm. In order to start looking at dates, Julie will email members for their summer vacation plans so we can start looking at potential dates.</p> <p>French Language Mapping Report (FLS Board to Board-David Jeffery) David Jeffery has confirmed he will provide a brief verbal report on the FLS mapping project done by Entite at the September Council meeting. Glen advised he is in receipt of the final report from the consultants who facilitated the FLS Board to Board sessions which he would like to share Coalition members. Glen will send the document to Sandra. Glen could present the report along with David Jeffery at the September Council meeting.</p> <p>Coalition Vice Chair Position: No one has come forward with regards to their interest in the Vice Chair position. A brief discussion around the history of the level of leadership for the Vice Chair position took place. A previous Call for Vice Chair document was reviewed and with some minor changes, it will be sent to members on letterhead as a stand-alone communication item.</p>	<p>to June agenda.</p> <p>Add Secretariat retreat to June agenda. Julie to send out email to Secretariat members for their vacation.</p> <p>Glen to forward Consultant's Report. Glen and David to present at September Council meeting.</p> <p>Julie to email Call for Vice Chair to Council members.</p>
7.	<p>New Business</p> <ul style="list-style-type: none"> • Recognition of Retirement for Council/Non-Council members • Request for Subsidy – YMCA/Lakehead Leadership Program • YMCA/Lakehead Leadership Program Request for Panelists • Fiscal Trusteeship of Coalition 	<p>Recognition of Retirement for Council/Non-Council Members: Notice of Inspector David Hossack's retirement came in before the Secretariat and Council meetings. John sent a letter of behalf of the Coalition acknowledging his efforts so he would have it in time for his retirement party.</p> <p>The importance of representing the Coalition professionally with a consistent simple process to recognize people not directly related to Council/Tables but who have had a significant impact/contribution, was raised. Developing a Recognition of Service guideline was suggested with recognition being sent at the discretion of the Coalition Chair, and an announcement at Council under Awards and Recognition .</p> <p>Gail Hamelin from Kinark is retiring. Gail had significant involvement in the Crisis Steering Committee and was instrumental in developing the youth at risk for suicide protocol. A letter of congratulations will be drafted and sent to her.</p> <p>Request for Subsidy YMCA/Lakehead Leadership Program: The request for subsidy from Joan Kennedy, Seasons Centre was reviewed and discussed. It was noted that the full balance of the Seasons Centre's dues has not been paid and approval would be contingent upon the balance being paid up.</p> <p>As the Level 2 session in June is taking place at Lakehead, could offer to cover 50% of the fees. There is another Level 2 training in the fall and Brian advised would be able to cover 100% of those fees as the training is taking place at Geneva Park.</p>	<p>.</p> <p>Sandra/Julie to draft guideline</p> <p>Julie to draft congratulatory letter.</p>

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			<p>Members completed the matrix based on Joan's application. The guidelines for subsidy were reviewed and discussed, with regards to demonstrating financial need.</p> <p>Motion: Moved by Nadia Martins, seconded by Trevor McAlmont that, Joan Kennedy's request for subsidy to attend the Level 2 Leadership training be approved, pending receipt of the full payment of membership dues by June 1st, as follows: Option 1: 50% subsidy for the June Level 2 Leadership training fee at Lakehead or Option 2: 100% subsidy for the fall level 2 Leadership training fee at Geneva Park.</p> <p>YMCA/Lakehead Leadership-Request for Panelists Sandra is part of the YMCA/Lakehead Leadership Program Advisory committee. The committee is looking for a recommendation of names to create a roster of panelists for future level 2 and 3 leadership training sessions, specifically senior level people with experience and interest in speaking on governance and collaboration. Glen volunteered to have his name put forward, and Susan Carmichael and Louise Paul's names were also suggested.</p> <p>Fiscal Trusteeship of Coalition New Path has been the Trustee for the Coalition, since taking it over from CAS 8-9 years ago. Glen reported New Path's Foundation feels it might be appropriate timing to transfer trusteeship to another member agency. Glen has had some conversations with other agencies i.e. Bill Silk at SCS (waiting for new CEO to come on board) and Louise Paul, CTN. There is no urgency but felt it was timely to share this as Glen will be stepping off from Secretariat and the Coalition. There is an audit responsibility for whoever takes this role on; it is not overly time consuming as things runs smoothly. The thought is this transfer could take place to coincide with the end of the fiscal period.</p> <p>This item will be added to next week's Infrastructure agenda. Discussed putting out an open call at Council and thanking New Path for their support. It is important to have as open and transparent process for this, and to have a decision making system of some kind regarding what is important for us to know about an organization's structure to ensure transition is seamless.</p>	<p>Sandra to advise Joan of decision.</p> <p>Sandra to put Glen's name forward.</p> <p>Add Fiscal Trusteeship of Coalition to Infrastructure agenda.</p>
8.	May 26 Council Agenda	Chair	<p>The May 26th Council agenda was reviewed. Melanie McLearn will be invited to attend the Council meeting for the official announcement of her role as the new Advocacy Champion. In the past, recommendations of co-chairs would go to Council for approval but over time, this has become more of an announcement. John will announce the co-chairs for Planning and Infrastructure. John will advise Council members of Nadia's departure.</p> <p>The two hot topic presentations have been confirmed and there will be a five minute break in between.</p> <p>The survey will be distributed at the end of the meeting and people will be asked not to leave until they have completed one.</p> <p>Meeting adjourned at 1:30p.m.</p>	

Next Meeting: June 16, 2016, 11:30 – 1:30 p.m., The Common Roof, Board room