



**SECRETARIAT MEETING**  
 Thursday, November 19, 2015 – 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  
 Glen Newby  
 Brian Shelley  
 Trevor McAlmont  
 Patty Barnes (recorder)

**Regrets:**

Fiona Cascagnette

Item		Presented By	Minutes	Motion/Action
1.	<b>Welcome</b>	Chair	Roundtable introductions were made.	
2.	<b>Approval of Minutes from Oct 15, 2015</b>	Chair	Minutes approved Minutes have been uploaded to Coalition web site; however they are not appearing – Ken Edwards is addressing the issue.	
3.	<b>Approval of the Agenda</b>	Chair	Additions: Robb Nash – HSJCC Conference – John to speak on topic Agenda approved	
4.	<b>Strategy Table Updates:</b>			
	• <b>Infrastructure</b>	Brian	<ul style="list-style-type: none"> <li>Statement of Operations was reviewed and is on track.</li> <li>Melanie Slade Morrison wrote a media release for CYFS recognition awards taking place Nov 26<sup>th</sup> – approved and good for distribution.</li> </ul>	Sandra to notify Melanie
	• <b>Planning</b>	Nadia	<ul style="list-style-type: none"> <li>The chairs and co-chairs of various working tables met on Nov 18<sup>th</sup> to review their current RBA initiatives and TTC reports to determine gaps and overlaps. Trevor suggested that another session be held as it is important for tables to hear the details of what other partners are doing and ensuring that we continue the alignment with everyone on building community capacity for resilience, keeping the broader context in mind and how these projects and working groups larger framework have an influence on Secretariats work.</li> <li>At the RBA session you could see the enthusiasm and passion of the tables in implementing their TTC projects. Some tables are still working through an appropriate project, some are scratching their original idea and going with another and other tables have implemented and are moving on. It was apparent that there continues to be a need for RBA trainers (Nadia, Trevor, John) to provide support around the RBA process and TTC reporting to ensure everyone is continuing to do the TTC (Turn the Curve) exercise. We may also need to deliver the message again that this is a Coalition initiative in support of its strategic direction of resilience and RBA has been chosen as the tool.</li> </ul>	RBA training session to be determined.  To be added to the Dec Planning Table agenda.

5.	<b>Season's Centre Education Day</b>	Nadia	<p>. There were 4 requests in this presentation:</p> <ul style="list-style-type: none"> <li>• Designate a Coalition member with interest and expertise in children's mental health to give input into the 2016 program;</li> <li>• Once again make available Coalition email list to distribute information on the event, enable the Seasons rep to promote it briefly at the January and March Council meetings, and make event information available at Planning Table in early spring. Post on website.</li> <li>• Lend the Coalition's name to print information produced for the event and be recognized at the introduction to the event itself</li> <li>• Entertain applications to the Professional Development Fund from Coalition members for assistance with registration fee (estimated \$100) if member is unable to afford fee.</li> </ul> <p>A number of members expressed interest from their own agencies (New Path, County of Simcoe, and SMCFYS). Regarding these requests the suggestion was made that individual agencies would be best suited to offer expertise and involvement in rather than the Planning Table as an entity; there is already a process for events such as these, from member agencies, to be promoted through the Coalition's weekly updates. As well, the PD fund is already available for members to apply to for educational events such as these.</p> <ul style="list-style-type: none"> <li>• The request to use the Coalition logo was discussed by Secretariat today; the concern from the table was around Branding and the importance of ensuring it is used properly. There was discussion around defining a process when someone is asking for the logo. It was agreed that it would be brought back to Infrastructure to develop guidelines for using the logo moving forward; however, it was motioned by Jacquie and Glen to allow Seasons Centre to use it for their 3<sup>rd</sup> party event.</li> </ul>	<p>Sandra to bring to Infrastructure.</p> <p>Sandra to notify Seasons Centre of response from Secretariat.</p>
6.	<b>BNTG Poverty Definition</b>	Trevor	<ul style="list-style-type: none"> <li>• Trevor advised that the low income reference had been removed.</li> <li>• Simcoe Health Unit indicates that income is most important with respect to poverty.</li> </ul>	<p>Trevor will take this back to BNTG to finalize wording then will bring forward to Coalition in January.</p>
7.	<b>Secretariat Role in Strategic Plan</b> <ul style="list-style-type: none"> <li>• Board to Board Forum Update</li> <li>• Coalition Structure Change</li> <li>• Advocacy</li> </ul>	<p>John</p> <p>John</p> <p>Fiona</p>	<ul style="list-style-type: none"> <li>• Consultant has been hired to lead the French Language Services board governance project and will lead the Board to Board forum.</li> <li>• This has been deferred to next meeting at which time Lora D'Ambrosio will provide input. Is there a merit in looking at 0-6, 6-18 alignment?</li> <li>• This item has been deferred to next meeting as Fiona was absent from meeting.</li> </ul>	<p>Sandra to add to December agenda</p>
8.	<b>YMCA Lakehead Leadership Program</b>	Sandra	<ul style="list-style-type: none"> <li>• Individual from Elizabeth Fry organization applied for subsidy; however process had not yet been formalized. Sandra presented the guidelines and application for review by Secretariat.</li> <li>• It was agreed that a scoring component needed to be added to the process to help decision making (things like Coalition involvement, membership in good standing)</li> <li>• Table discussed asking applicants for financial information on application (training budget). After further discussion it was agreed that this should not be asked; however, there needs to be a financial piece (e.g. how much is your organization contributing to the request)</li> </ul>	<p>Sandra to create and present at December meeting</p>

			<ul style="list-style-type: none"> <li>• It was agreed that the applicant would receive the funding for the program.</li> </ul>	Sandra to notify applicant
9.	<b>Annual Report</b>	John	<ul style="list-style-type: none"> <li>• John suggested that we need to start producing an Annual Report again (2012 was last issue)</li> <li>• Content could be things like – RBA process, award winners, membership listing, community trainings, letter from the chair</li> </ul>	Sandra to add to Infrastructure agenda
10.	<b>Review of Coalition Agenda for Nov 26<sup>th</sup></b>	Sandra	<ul style="list-style-type: none"> <li>• Welcome and Roundtable – update on where council is at with EA position</li> <li>• Definition of Poverty – to be deferred to January meeting</li> <li>• Hot Topic – ask Chief Greenwood to speak after receiving recognition award</li> <li>• No Strategic Plan update required</li> <li>• No Secretariat update required</li> <li>• Moving on Mental Health – Glen to prepare slide presentation</li> <li>• Fiona to update on Communication Strategy (15 mins)</li> <li>• Member Flash Updates – correction to Youth Job Connect not Connection</li> </ul>	Brian to let Fiona know

**Next Meeting: December 17, 2015, 11:30 – 1:30 p.m., Mackenzie Health, Centre for Behaviour Health Sciences 570 Bryne Drive, Unit H**