



SECRETARIAT MEETING

Thursday, November 17, 2016 – 11:30 – 1:30 p.m.
The Common Roof Barrie – Board Room
MINUTES

Attended:

Phil Hough (Chair)
Louise Paul (Vice Chair)
Sandra Cole (Coordinator)
Jacquie Ferguson
Brian Shelley
Stefanie Smith
Julie McAlpine (recorder)

Regrets:

John Clarke (Past Chair)
Melanie McLearn
Lori Shirley

Item	Minutes	Motion/Action
1.	Welcome	Phil welcomed everyone to today's meeting.
2.	Approval of Minutes from October 20, 2016	Moved by Jacquie Ferguson, seconded by Stefanie Smith, that the minutes from October 20, 2016, be approved.
3.	Approval of the Agenda	The agenda was approved.
4.	Strategy Table Updates: <ul style="list-style-type: none"> • Infrastructure 	<p>Infrastructure: Brian reported that from a financial performance perspective we are right where we would like to be. There is one large and one small membership dues still outstanding.</p> <p>A number of other items from the November 10th Infrastructure meeting are included on the agenda today, for discussion.</p> <p>Planning Table: Jacquie reported Sandra provided an in-depth Coordinator's report at the November 8th Planning Table. The new structure was presented to Planning Table members who had some questions around membership (decision-making/leadership), representation from groups that are not Coalition members and size of the Table. It was discussed that these factors will be taken into consideration once we start on implementation. Overall, members were in agreement with the new structure.</p> <p>It was noted that during the transition to the new Integrated Planning table, there will be questions that we will no have answers for yet. Once the implementation starts to roll out, there will be a plan, which will include bringing on key people and looking at what needs to be considered. Development of the Terms of Reference will help inform who sits at the Table. A suggestion was made to develop a FAQ sheet for January with questions that come up.</p>
		Sandra and Julie to develop a FAQ sheet for January's Council meeting.

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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 <ul style="list-style-type: none"> ➤ Executive Committee Terms of Reference ➤ Implementation Work Plan/Next Steps 	<p>Coalition Structure</p> <p>Executive Committee Terms of Reference:</p> <p>The Terms of Reference drafted by the Infrastructure Table were reviewed and discussed. Rather than creating individual job descriptions, role descriptions were built into the Terms of Reference.</p> <p>It was noted that the Chair positions are for a total of three years, one year each as Vice Chair, Chair and Past Chair.</p> <p>Discussion took place around the Advocacy role, which included a review of the Advocacy Champion job description by Sandra. It was determined the function of this role is both advocacy and government relations.</p> <p>It is a recommended best practice that no more than one person per member agency sit on the Executive Committee, taking into account the best interest of organizations and the demands on their staff. This will be looked at on a case by case situation. Should a member organization have two members at the Table, they will have only one vote. Discussed, but not included in the ToR, was that the organization will fill the position when a member goes on a leave. Melanie Slade Morrison (SCDSB) has been approved to take over for Alison LaMantia (SCDSB) when she goes on leave.</p> <p>Six of the Executive Table members (Trustee and appointed members) would not be required to attend Council meetings unless they were representing their organization.</p> <p>Combining the roles of the Member Relations and Communication Officers was discussed. During the transition to the new Executive Committee, Alison LaMantia has agreed to take on the role of Communication Officer, and Anna Drexler (Simcoe Muskoka Family Connexions) will take on Capacity Building Officer. Brian will take on Member Relations Officer. Areas that could be included in Member Relations are outstanding dues, exit tickets, relaying feedback, etc.</p> <p>Also discussed was the need to have someone back representing the County of Simcoe, to maintain this link.</p> <p>The suggested changes will be made and sent back to Secretariat Table members for a final look prior to being presented at Thursday's Council meeting.</p> <p>The Member Relations process will be a separate document, rather than attached to the Terms of Reference. The only changes made to this process were to replace references to Infrastructure with Executive Committee; a more in-depth review is necessary. Member Relations Process and Trusteeship Agreement will be added to upcoming agendas (one per meeting) for review to ensure consistency. It was noted the people in these roles may have more input. The Communication Strategy had previously been</p>	<p>Julie to revise Executive Committee ToR and send to Secretariat members for review prior to going to Council for approval.</p> <p>Add Member Relations Process, Trusteeship Agreement and Communication Strategy to upcoming</p>

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	<p>tabled. The communication strategy would be built into the job description of the Communication Officer. All appointed people should have a process to refer to.</p> <p>Implementation Work Plan/Next Steps: Sandra provided an update on what work has taken place on the workplan since the last meeting. An update of the work that has taken place since September 22 will be given at the November Council meeting.</p> <p>The Implementation Plan was reviewed and discussed with some suggested additions.</p> <p>A discussion took place regarding membership in the Integrated Planning Table. As noted above, in the Planning Table report, development of the Terms of Reference will help inform this, and other questions raised. Processes will be worked out as they come up.</p>	<p>Executive Committee agendas.</p> <p>Add Implementation Plan to Council agenda.</p> <p>Add Membership discussion to December 13th Planning Table Agenda</p>
<p>6.</p> <p>Business Arising:</p> <ul style="list-style-type: none"> • Coalition Trusteeship • HST Audit <ul style="list-style-type: none"> ➢ Recommendation from Infrastructure • Awards and Recognition 	<p>Coalition Trusteeship: Brian reported no agency has expressed interest in taking over the Trusteeship at this time. The date to identify interest is Dec. 1st. If no one steps forward, the process will need to be reviewed. Some options were discussed In Camera.</p> <p>A reminder will go to Council that we are still looking for a Trustee and that the deadline is Dec. 1st.</p> <p>HST Audit: It was previously reported that the Coalition has been directed to refund the 2016 HST collected on membership dues. Due to a subsequent CRA audit, New Path Foundation has advised that over \$34,000 in Input Tax Credits on behalf of the Coalition for the period 2013 to 2015 is owed, which reflects roughly 30% of our budget.</p> <p>The recommendation from Infrastructure is that this amount does not come out of the fiscal year's operating budget as this would show as a \$34,000 loss, but out of our balance.</p> <p>Louise reported she raised the HST issue with James Thomson, CEO, New Path Foundation, yesterday and it was suggested holding the HST repayment cheques until one of the assumptions below is confirmed:</p> <ol style="list-style-type: none"> 1. HST is applicable on all Coalition activities (including Membership Fees) and no ITC's are applicable as the Coalition is NOT a part of Foundation activities; OR 2. HST is not applicable and we need to determine how rebates from CRA to the Foundation and then back to the Coalition and its membership will be dealt with. <p>It was decided that should an agency come forward, Trusteeship will not be transferred until the HST issue is resolved.</p>	<p>Add Coalition Trusteeship to Council agenda.</p>

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	<p>Motion: Moved by Brian Shelley, seconded by Louise Paul, that should an organization come forward, the transfer of Trusteeship of the Coalition from New Path Foundation will not take place until the HST issue has been reconciled.</p> <p>James Thomson will be asked for an update in order to plan how to address the HST issue at Council.</p> <p>A brief discussion ensued with regards to how to handle HST cheques that are returned from Coalition agencies. There is no obligation for organizations to do anything other than take the refund. If they choose not to take the cheque, it would be donated back to the Coalition.</p> <p>Awards and Recognition: The Award of Excellence is being presented to the FASD classroom program at the beginning of the next Council meeting. All recipients have confirmed their attendance and were invited to stay and have lunch. Alison LaMantia drafted a media release which will be sent out today, and includes the communication contacts from Mackenzie Health, SCDSB and Simcoe Muskoka Family Connexions. As a courtesy, SMFC have been advised there may be media present. A description of the award will be up on the screen and speaking notes will be prepared for Phil.</p>	<p>Louise to contact James for an update on the HST issue.</p> <p>Sandra/Julie to take pictures of award ceremony.</p>
7.	<p>New Business:</p> <ul style="list-style-type: none"> • Basic Needs Task Group • 211 <ul style="list-style-type: none"> ➤ Planning Structure <p>Basic Needs Task Group: Sanda reported on the challenges BNTG is experiencing with regards to capacity, declining membership and having only one Chair (Erika Haney). The development of a Poverty roundtable was identified through the Community Engagement Report but there is declining membership at BNTG and no organization coming forward to take the lead. This group also organizes the Bridges Out of Poverty workshops.</p> <p>The BNTG was also discussed at Planning Table. This would be something that would be a great conversation at the new Integrated Planning Table and is another example of how the new format will benefit groups such as BNTG.</p> <p>Sandra was asked to bring this item forward to highlight its challenges and bring back any suggestions.</p> <p>A combined presentation on Community Engagement on Poverty/Voices Out of Poverty is the Hot Topic at the next Council meeting. The province has a poverty reduction strategy. There is a lot of activity happening around this table. In the past, Trevor McAlmont took a lot of this role on. The County is doing a lot of work on poverty and people from the County are on the committee.</p> <p>211/Planning Structure: 211 is in the design phase of building a directory of planning structure and how they</p>	

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		<p>connect to each other for Grey/Bruce. 211 has been invited to present to Council in January around the new initiatives being working on.</p> <p>United Way will also be invited to present on the Vital Signs report at the January Council meeting.</p>	
8.	Council Agenda: November 24, 2016	<p>The agenda for the November 24, 2016 Council agenda was reviewed and a few items had the presenters reallocated.</p> <p>If Glen Newby is attending, he will be asked if he would like to speak on the Board to Board session.</p> <p>The meeting adjourned at 1:30 pm</p>	Julie to ask Glen if he would like to present on the Board to Board session.

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