



SECRETARIAT MEETING

Thursday, October 20, 2016 – 11:30 – 1:30 p.m.
The Common Roof Barrie – Board Room
MINUTES

Attended:

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

Regrets:

Melanie McLearn
Lori Shirley

Item	Minutes	Motion/Action	
1.	Welcome	Phil welcomed everyone to today's meeting.	
2.	Approval of Minutes from September 15, 2016	Moved by John Clarke, seconded by Brian Shelley that the minutes from September 15, 2016, be approved.	
3.	Approval of the Agenda	Moved by John Clarke, seconded by Brian Shelley that the agenda be approved.	
4.	Strategy Table Updates: <ul style="list-style-type: none"> • Infrastructure 	Infrastructure: Brian provided a report on the Infrastructure meeting of October 14th. A tool has been developed by Infrastructure Table members to use for the review of the independent contractors' provision of services. A discussion took place around collapsing the Infrastructure Table into the new Executive Committee and recommendations for positions at the new Executive Committee were put forth by Infrastructure. During this time of transition, without representation of a Trustee at the Infrastructure Table, Julie has been working at keeping things moving along from a financial perspective. Julie has requested assistance from someone familiar with QuickBooks to ensure everything is on the right track. Planning Table: There was no Planning Table report as the October meeting was cancelled.	A call for a brief mentoring opportunity for Quickbooks will be sent out to Council members.
5.	Secretariat Role in Strategic Plan Theme #3: Enabling priority projects that are identified, successfully implemented, and sustained. <ul style="list-style-type: none"> • Coalition Structure <ul style="list-style-type: none"> ➤ Implementation Plan 	Coalition Structure Implementation Plan: As discussed at the September Council meeting, recommendations for the new structure of the Coalition were to be taken back to Secretariat for the development of an implementation and communication plan. Infrastructure members have developed some recommendations for the structure of the	

Item	Minutes	Motion/Action
	<p>Executive Committee. Sandra has also drafted a rough implementation workplan as well as a communication to Council members.</p> <p>One of the first tasks for the new tables will be the development of the Terms of Reference. The existing terms of reference can be used as a reference along with the summary document prepared from the Visioning Day.</p> <p>Executive Committee: The Infrastructure Table has recommended the new Executive Committee be comprised of three elected officers to include: Chair, Vice Chair and Past Chair, a Treasurer (from the Trustee), and five positions appointed by the Chair to include: Advocacy Officer, External Communications Officer, Capacity Building Officer (i.e. research/alignment), Member Relations Officer (internal communications), Integrated Planning Table Chair.</p> <p>Motion: Moved by Brian Shelley, seconded by Louise Paul, that the structure of the Executive Committee recommended by the Infrastructure Table be approved. All in favour. Carried.</p> <p>During the transition to the new structure, Brian Shelley, Alison LaMantia and Anna Drexler from the Infrastructure Table would be willing to take on roles on the Executive Committee.</p> <p>The Infrastructure Table will be tasked to develop the roles/position descriptions of the Executive Committee members, which will include:</p> <ul style="list-style-type: none"> • Length of term (eg. staggered two year term) • Who appoints position (Chair) • expectations regarding coverage in cases of absences. <p>It is expected the last Infrastructure meeting will be in December and that the new Executive Committee will start in January.</p> <p>Integrated Planning Table: Sandra reported an email was sent to Planning Table members to ensure maximum attendance at the November meeting, that there will be an update on the new Coalition structure.</p> <p>A discussion took place around the potential members of the Integrated Planning table. There were some recommendations made from the Visioning Day. Some members sit on more than one group and could represent multiple groups. One of the initial pieces of communication would be to reach out to co-chairs informing them of the new Integrated Planning Table and the intent behind it, and to invite a representative from their table.</p>	<p>Move Develop TOR to top of the Implementation Plan.</p> <p>Add Executive Committee structure and Implementation timelines to next Council agenda.</p> <p>Add Development of Executive Committee roles/Terms of Reference to November Infrastructure agenda. Julie to send Brian the Advocacy Position Description.</p>

Item	Minutes	Motion/Action	
	<p>Implementation of the change in structure will be a phased in approach. Phase 1 will start with the Executive Committee, followed by the Integrated Planning Table in Phase 2. The plan will be communicated to the Planning Table in November to give people time to consider who wants to be involved with the Integrated Planning Table.</p> <p>Sandra reported she is making presentations on the Coalition to networks and working groups, and has started talking about the upcoming changes. The draft communication prepared by Sandra regarding the structure change was reviewed and discussed. A suggestion was made to condense the first couple of paragraphs and show the high level points at the top.</p> <p>The communication will be sent out as a memo to Council members, co-chairs of working tables, Planning Table members and posted to the website, after the November 8th Planning Table meeting</p>	<p>Add Implementation Plan of New Coalition structure to November Planning Table agenda.</p> <p>Sandra to reword the draft communication to be sent to Phil/Louise for approval, then sent out November 8th.</p>	
<p>6.</p>	<p>Business Arising:</p> <ul style="list-style-type: none"> • Extension of Coordinator Contract • Anti-Human Trafficking • Coalition Trusteeship • HST Audit • Awards and Recognition 	<p>Extension of Coordinator Contract:</p> <p>The Coordinator's contract had been verbally extended until the end of October, pending the development of a service provision tool to review the services provided by the independent contractors.</p> <p>The service provision tool developed by the Infrastructure Table was reviewed. It is recommended that a review be completed annually. The Coordinator's review will be completed by the Past Chair and a representative from Infrastructure. The Executive Assistant's review will be completed by the Coordinator with input from the Past Chair and a representative from Infrastructure.</p> <p>Sandra indicated this service provision tool can be used as a reference tool if, and when, looking to take on other contract opportunities.</p> <p>The wording of the Coordinator's current contract should align with the wording used in the Executive Assistant's contract to reflect an Independent Contractor vs. an employee.</p> <p>The Coordinator's current contract indicates remuneration is at a monthly rate. The contract for the Executive Assistant is based on an hourly rate. It was requested the Coordinator's contract be converted to an hourly rate and therefore, can be billed hourly for time worked i.e. 21 hours/month. This works out to the same amount paid. All Secretariat members agreed to these changes.</p> <p>Anti-Human Trafficking:</p> <p>Melanie reported that since meeting two weeks ago, a few more names have come forward to be added to the committee. A meeting with the initial planning committee is being planned for the first week of November and more of an update will be available after this. Melanie has connected with the main speaker who will advise re availability</p>	<p>John and Brian to arrange Sandra's review.</p> <p>Brian, Alison and Anna to revise Coordinator's contract to reflect change in language and hourly rate of pay.</p>

Item	Minutes	Motion/Action
	<p>(needs a large group to attend). There is lots of support for this project. It could get big quickly.</p> <p>Phil has a contract from a previous conference that may be interested in being involved.</p> <p>It was noted that there may be some ministry funding available through a table Danette Blue is involved with. A suggestion was made if this is the case, to offer two complementary tickets per Coalition member, and a charge for non-Coalition members.</p> <p>Coalition Trusteeship: Until yesterday, no one had come forward re the Trusteeship; one agency has now requested some additional information. There was a misunderstanding regarding the 15% administrative fee. This allocation pertains to any <u>additional</u> funds raised by the Trustee at the request of the Coalition. An estimated \$600 is paid to the trustee for audit fees. Glen has indicated he will start to tap on some shoulders.</p> <p>A discussion took place as to what options are available should no agency come forward to take over the trusteeship:</p> <ol style="list-style-type: none"> 1. revise the terms of the Trustee Fiscal Agreement to provide an administrative fee (would involve an increase in fees) 2. ask New Path to consider renegotiating an additional one year term 3. incorporate the Coalition (would then become an entity vs. a collective of member agencies). <p>The Call for Trustee had previously been sent out but did not include the Fiscal Trustee Agreement. Both documents will be resent as a stand alone item, with attention drawn to the audit fee/fund development pieces.</p> <p>The commitment of New Path, and previously Family Connexions, to have taken on the role of Trustee was noted and appreciated. If the Fiscal Trustee Agreement is amended to include an administrative fee, as a courtesy, New Path would be contacted first to garner their interest prior to it going out broadly.</p> <p>If no agency has come forward by the December 1st deadline, a conversation related to timelines for next steps will need to take place at the December Secretariat meeting.</p> <p>HST Audit: The HST refund cheques have been prepared, signed, and will be handed out at the November Council meeting. Members will be advised the cheques will be available at the meeting. If agencies do not cash the cheques, these funds could be applied to membership fees.</p>	<p>Phil to provide contact information to Melanie.</p> <p>Julie to send the Call for Trustee/ Fiscal Trustee Agreement to Council members.</p> <p>Add Trusteeship: Next Steps to December Secretariat agenda.</p> <p>Julie to advise members cheques to be picked up when sending out Council meeting invite.</p>

Item	Minutes	Motion/Action
	<p>Awards and Recognition: Sandra reported the FASD classroom is the recipient of the Award of Excellence. The nominators and recipients have been advised and requested by email to hold the date for the presentation of the award at the start of the November Council meeting.</p> <p>The press release prepared by Alison LaMantia from Infrastructure, was reviewed. Alison hopes to get a quote from a parent and is working with Kathy Chapman, one of the award recipients, around this.</p> <p>Some changes to the release were noted: add an “s” on Simcoe Family Connexions, Philip instead of Phil, and change John Clarke’s name as recipient, to Sally Seabrook.</p> <p>A formal letter on behalf of Phil will be sent to the recipients. Phil is the media contact, and Sandra the contact for any other information.</p> <p>The letter of acknowledgement of the great work by the SNS planning table was reviewed and a change is to be made from “lead” agency to “coordinating” agency.</p>	<p>Julie to email letters to award recipients and SNS planning table members</p>
<p>7.</p>	<p>New Business:</p> <ul style="list-style-type: none"> • Motion for Support: <ul style="list-style-type: none"> ➢ Seasons Centre 2017 Education Day • YMCA Lakehead Leadership Program <ul style="list-style-type: none"> ➢ Request for Subsidy <p>Motion for Support: Seasons Centre 2017 Education Day Sandra introduced Deb Wood and Rowley Ramey to present on the Seasons Centre third annual Education Day. A roundtable introduction followed.</p> <p>Deb provided an overview of the previous two education days and gave out a summary from the April 2016 “Inside Inside Out” Education Day, which had also been circulated to Council members. The theme for 2017 is physical activity and how it promotes both emotional and mental health wellbeing, and overall resilience in children.</p> <p>The Seasons Centre is requesting the Coalition support its 2017 resilience themed Education event as being appropriate training for Coalition members in the context of the vision/mission of the Coalition and specifically related to the goal of resilience in the Strategic Plan.</p> <p>It is requested the Coalition encourages its members to attend (Joan Kennedy will promote the event at Council), distribute flyers, post on the Coalition website, and publicize the availability of Coalition professional development funds, for agencies that cannot afford to send staff. The guidelines and application for subsidy were sent out last year but there were no applicants. We would send this information out again with the poster/flyer.</p> <p>Sandra advised the Coalition is in the midst of structure changes, including decisions that can be made at this table vs. going to Council. The proposed Anti-Human Trafficking Education event being scheduled for Spring 2017 was discussed. Both Deb Woods and Melanie McLearn will need to be kept aware of each other’s dates to avoid a conflict.</p>	<p>Sandra to keep Deb Woods/Melanie McLearn in loop re dates.</p>

Item	Minutes	Motion/Action
	<p>Phil advised there was a related program at OSMH that Deb might want to touch base with. Chigamik also has related programs.</p> <p>Deb and Ramey were thanked for their presentation and will be notified of the decision of the Secretariat Table regarding approval of their Motion of Support.</p> <p>Motion: Moved by Melanie McLearn, seconded by Stefanie Smith, that the Coalition support the Seasons Centre 2017 Resilience themed Education Event as appropriate training for Coalition members, be approved. All in favour. Carried.</p> <p>Request for YMCA/Lakehead Subsidy: Sandra reviewed the process for YMCA/Lakehead subsidy applications. The application for subsidy in the amount of \$450 for the Level 2 Leadership training taking place November 23-25, 2016, was reviewed. The applicant had attended Level 1. No other requests for subsidy for this training have been received. The YMCA provides the financial assistance; it does not come out of the Coalition's funds.</p> <p>Brian reported 90 people have gone through level 1 with great feedback on the evaluations.</p> <p>The request was approved. Sandra will notify the applicant and c.c. Val Dickson at the YMCA who will process the application.</p> <p>It was suggested it may be timely to give an update on subsidy at Council.</p>	<p>Phil to provide Deb with contact information.</p> <p>Sandra will advise Deb Woods that the Motion of Support was approved.</p> <p>Sandra will notify applicant and Val Dickson.</p> <p>Add: Professional Development Update to January Council agenda.</p>
8.	Council Agenda: November 24, 2016	<p>The draft agenda for the November 24th Council meeting was reviewed. Seasons Centre Education Day is to be added to the agenda.</p> <p>The Hot Topic presentation on Poverty will include a soft ask to Council members to include/consider this information when doing policy development, hiring etc.</p> <p>Meeting adjourned at 1:30pm</p>

Next Meeting: November 17, 2016, 11:30 – 1:30 p.m., The Common Roof, Boardroom