



SECRETARIAT MEETING

Thursday, September 15, 2016 – 11:30 – 1:30 p.m.
The Common Roof Barrie – Board Room
MINUTES

Attended:

John Clarke (**Past** Chair)
Sandra Cole (Coordinator)
Phil Hough (Chair)
Julie McAlpine (recorder)
Melanie McLearn
Louise Paul (Vice Chair) via teleconference
Brian Shelley
Stefanie Smith

Regrets:

Jacquie Ferguson
Lori Shirley

Item	Minutes	Motion/Action
1. Welcome	Phil welcomed everyone to today's meeting. Louise Paul was welcomed as the new Vice Chair and Stefanie Smith as the new co-chair for the Planning Table. Roundtable introductions took place.	
2. Approval of Minutes from June 16, 2016	Moved by Brian Shelley, seconded by John Clarke that the minutes from June 16, 2016, be approved.	
3. Approval of the Agenda	Moved by Brian Shelley, seconded by Melanie McLearn that the agenda be approved.	
4. Strategy Table Updates: <ul style="list-style-type: none"> • Infrastructure • Planning 	<p>Infrastructure: Brian provided a report on last week's meeting. Membership at the table has dropped to three people and Alison LaMantia will be going off on maternity leave in January. At this time, membership will remain at three recognizing changes may be forthcoming pending approval of the structure recommendations at Council. We will ask the Kiwanis Club for assistance in contacting Lori Shirley.</p> <p>Performance reviews are outstanding for the independent contractors. Table members will be working on a performance evaluation to have in place for October when the Coordinators' extension is up and to coincide with the renewal of her contract.</p> <p>Brian gave a brief overview of the financial statements for the period ending August 31, 2016; there was one unplanned expense for consultant fees for the Visioning Day, member registrations are ahead of the same period last year. There were no concerns regarding the budget.</p> <p>Some suggested changes were made to the Members' Report which will be reviewed at Secretariat today.</p>	Julie to follow up with the Kiwanis Club for contact information.

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		<p>Planning:</p> <ul style="list-style-type: none"> Stefanie reported on the meeting that took place this week which focused on some of the work Sandra and Julie completed over the summer, including a presentation to working groups reporting to the Planning Table. The process to provide feedback at the end of presentations was also reviewed. Work continues on the Planning Table's TTC, with a small task group working on a measurement tool. The Best Start Network provided a great presentation for their annual update. 	
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"> ➤ Visioning Day 	<p>Coalition Structure in a Changing Environment</p> <p>Visioning Day: The Coalition structure schematic and Summary report prepared by Leslie Yeates of Collins Barrow was reviewed and discussed. The consensus from the Visioning Day of August 23rd was that the Coalition be a decision making body within defined parameters (this is also referenced in the Coalition's 2012 Terms of Reference) and a change to the existing structure.</p> <p>A discussion ensued around the role of the Coalition in decision making related to its collective member organizations. The Coalition is a decision making body for the issues brought forward for endorsement. Examples of when multiple partners are looking for endorsement from the Coalition were discussed. Standardized processes would need to be developed as part of next steps.</p> <p>We heard from the participants in the Visioning Day that the Coalition has come a long way but evolution and fine tuning is necessary. The Coalition needs to return to its original purpose. Advocacy is also a big piece of the Coalition's role, 41 organizations speaking as one on issues that reflect our vision is powerful.</p> <p>We also heard about the same people at the same meetings and meeting burnout. There are 14 working groups and some of the work going forward will be to look at if there needs to be this many; how do working groups structure themselves?</p> <p>With a new Chair and Vice Chair, this will be a year of growth and stabilization for the Coalition. Phil will present the proposed structure with Brian and Jacquie's support as required. Copies of the schematic and summary notes will be available at Council. The schematic will be shown on the screen. Some changes to the schematic for clarity were suggested:</p> <ul style="list-style-type: none"> Remove notes from the schematic and move circle information into Integrated Planning Table box. <p>Motion: Moved by Melanie McLearn, seconded by John Clarke that the proposed structure be recommended for approval at Council. All in favour.</p>	<p>Julie to update schematic and have copies of documents available at Council meeting.</p> <p>Add Coalition structure to Council agenda.</p>

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6.	Business Arising: <ul style="list-style-type: none"> • Extension of Coordinator Contract • Members' Report/ Report Card • Anti-Human Trafficking 	<p>Extension of Coordinator Contract: The Coordinator's contract was up in June. John and Brian agreed to extend Sandra's contract to October to allow time to provide a performance review prior to renewing the contract. All Table members were in approval of this course of action.</p> <p>Members' Report/Report Card: The Report Card and Membership Report were reviewed at Infrastructure with some recommended changes, for approval by Secretariat.</p> <p>It was suggested that the Members' Report be sent electronically to members and posted to the Coalition website rather than incur the cost for printing copies.</p> <p>The Members' Report and Report Card were reviewed. The purpose of the Report Card was discussed.</p> <p>The following changes were suggested to the Report Card:</p> <ul style="list-style-type: none"> • Remove the TTC report that does not have a chart • Move the bottom section of page two to the top of page one and add a blurb to John's report referencing these reports. <p>Motion: Moved by Stefanie Smith, seconded by Melanie McLearn that the Members' Report and Report Card be approved with the suggested changes.</p> <p>Anti-Human Trafficking: There was a presentation at the May Council meeting from groups in the community working on human trafficking resulting in a call for action. An idea to support this through a community education day was suggested at Secretariat.</p> <p>Melanie McLearn reported she has spoken to some community partners and everyone is excited and wants to support the project however, one of the key agencies to be involved has some work that requires its focus for the next little while which will also involve some of the other supporters of this project. A discussion around when to hold this community education day took place and spring was suggested. Melanie has also connected with the lead of human trafficking in York regarding their interest in presenting.</p>	<p>Julie to make revisions to Members' Report and Report card.</p> <p>Melanie to look at potential dates based on availability of speaker.</p>
7.	New Business <ul style="list-style-type: none"> • Coalition Trusteeship • HST Audit • Awards and Recognition 	<p>Coalition Trusteeship: Glen Newby announced at Secretariat that new trustees be sought for the Coalition. Glen had put out some feelers but a formal process for a Call for Trustee has been developed based on the criteria for application created by Infrastructure. The Call for Trustee process, letter and announcement to agencies, developed by Sandra and Julie, were reviewed.</p>	<p>Add response date of December 1st to members' letter.</p>

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<ul style="list-style-type: none"> • Outstanding Member Dues • Membership Package • Website Updates • Presentations to Council 	<p>It was noted there is a 15% administration fee paid to the trustee. As it is unclear how much time the trustee provides each month, it was suggested connecting with Ken regarding the number of hours and work involved. Ken had been doing most of the finance work up until July at which time the work was transferred to Julie. Louise will take this back to CTN and respond to Sandra regarding CTN's possible interest in the trusteeship.</p> <p>A call for Trustee will be announced at the September Council meeting.</p> <p>HST Audit: Brian reported on the notification from CRA that the Coalition should not have been charging HST on its membership fees. This is a new decision as this had not been identified as an issue in past audits. HST paid from April 1/16 will be refunded by the Coalition to its members as these amounts had not yet been submitted to CRA. Member agencies will have to apply directly to CRA for HST paid in previous years. Ken will provide this form which will be attached to the letter/cheques being sent out to members. The letter to members, drafted by Sandra and Julie, was approved with the addition of Glen Newby as a co-signer with Phil.</p> <p>Awards and Recognition: Sandra updated on the nominations for the Coalition Awards and Recognition. No nominations were received for the Collaboration Champion, and it was identified that this award may not get handed out each year. Two nominations for the Award of Excellence were received and reviewed by the committee established to vet the nominations, using a prescribed matrix. The nomination on behalf of the FASD Classroom was selected as the recommended recipient. Regarding the second nomination, a suggestion was made to send a letter from the Coalition commending the people nominated for their great work, with a c.c. to their respective CEOs.</p> <p>Motion: Moved by Stefanie Smith, seconded by Brian Shelley that the FASD Classroom be approved as the recipient of the Coalition's Award of Excellence.</p> <p>Having gone through the application process for the second year, it was flagged by the Committee that there may be some changes required to the guidelines and application process.</p> <p>The following next steps were identified:</p> <ul style="list-style-type: none"> • Notify award recipients • Invite award recipient to November Council meeting to receive award • Press release from Infrastructure <p>Outstanding Member Dues: A member agency with unpaid membership dues from this year and last year contacted the Coalition to advise they have lost funding for their youth program and would like to negotiate their membership fees. The recommendation from Infrastructure is that last year's membership</p>	<p>Julie to contact Ken regarding time involved as trustee. Louise will inform Sandra of CTN's interest. Add Call for Trustee to Council agenda.</p> <p>Julie will update letter and follow up with Ken for the form to CRA.</p> <p>Draft letter on behalf of Phil recognizing work of the four individuals who collaborated together.</p> <p>Sandra to set up meeting of committee to review process/guidelines.</p> <p>Julie to draft notification letter and order award through Marsden awards. Sandra to draft the press release.</p> <p>Julie to forward</p>

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	<p>fees be waived and that the minimum membership fee of \$200 be paid for 2016/2017.</p> <p>This recommendation was approved by Secretariat members.</p> <p>Membership Package: The revised membership application and cover letter were reviewed at Infrastructure and recommended for approval by Secretariat.</p> <p>The application and cover letter were approved by Secretariat with the addition of requesting the name of the contact person on the application.</p> <p>Website Updates: Sandra gave a brief overview of the work done over the summer to update the website. Mahendra Patel from New Path moved the website to WordPress. There is a bigger plan for a website refresh which has been tabled pending the recommendation for the Coalition structure.</p> <p>Presentations to Council: A request to present on Learn, Practice, Play was received. The purpose of the presentation would be to raise awareness and spark interest in agencies who may be interested in partnering in this work. It was decided this presentation should go to the Planning Table initially.</p> <p>Sandra reported over the summer, she has become aware of a lot of the work being done through 211/Community Connections and suggested bringing them to Council to increase awareness how member organizations can use 211.</p> <p>The Community Engagement and Poverty Reduction reports coming out of the Basic Needs Task Group will be sent out in today's weekly news and updates and posted on the Coalition website. There is interest in having a presentation at Council with the ask that member agencies consider the learnings from both projects and apply them within the scope of their own work i.e. including people with lived experience.</p> <p>It was agreed to schedule the 211 and Community Engagement/Poverty Reduction presentations for November or January.</p>	<p>an email on behalf of Phil to member agency.</p> <p>Julie to update membership letter.</p> <p>Sandra to invite to Planning Table to present.</p> <p>Sandra and Julie to schedule presentations to Council in November or January.</p>
8.	<p>Council Agenda: September 22, 2016</p> <p>The agenda for the September 22nd Council meeting was reviewed with the following changes to be made:</p> <ul style="list-style-type: none"> • Remove call for Infrastructure members • Change "Chair" to Phil Hough <p>The Members Report will be scrolling while members arrive to the meeting. Grey scale copies will be available as handouts.</p>	<p>Julie to update agenda.</p> <p>Julie to have copies available.</p>

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		<p>A list of HST amounts to be reimbursed will be available should members request that information.</p> <p>Attention will be drawn to the changes to the agenda i.e. vision/mission and column identifying strategic directions have been added, five minute break. It was suggested looking at Timetimer.com to see if can have a clock on the screen.</p> <p>Meeting adjourned at 1:30 p.m.</p>	<p>Julie to run report.</p> <p>Julie to note on Chair's Notes.</p>

Next Meeting: October 20, 2016, 11:30 – 1:30 p.m., The Common Roof, Boardroom