**

INFRASTRUCTURE STRATEGY TABLE MEETING

Thursday, January 10, 2013

9:30 a.m. -11:30 a.m.

The Common Roof, 165 Ferris Lane, Barrie

**Present:**

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| Armstrong, Rob  Austin, Donna  Bishop, Greg | Craig, Michele  Gallow, Marg  Manocha, Renu (Chair) | Woods, Deb  Edwards, Ken  Veenstra, Kristina (recorder) |

**Regrets:**

Szwarc, MarkClarke, Debbie

**Many thanks to the Common Roof for hosting today’s meeting!**

1. **Welcome to new members**

Welcome to Natasha Manzone who is with the Coalition for 6 months as BSW Laurentian Student.

Marg is chairing today-- many thanks!

1. **Revise/Approve the Minutes from October 11 meeting**

Minutes of November 8 were approved as circulated.

1. **Approval of the Agenda**

Agenda approved as circulated.

1. **Updates to be posted on the new website once launched end of this month.**

* **Planning Table:**
* **Secretariat**:.
* **Care Connections:**.

1. **Business Arising**
2. **Goal #2: b) Financial Stability**

**Financial Statement December 2012:** copies of the financial statement were distributed for member review. We have all our member fees and have paid for Data Consortium as yet. Discussion took place regarding the French Boards and not paying member fees; there has been changes in personnel however their logos and attendance at Council is still happening. We need to clarify rules and guidelines so it is fair for all members while trying to be inclusive. We need to send someone else to the French boards to discuss their membership moving forward. **ACTION: All approved December 2012 budget. Marg to bring the Francophone membership discussion to Secretariat to have the Chair of the Coalition follow up before the 2013 invoicing package is sent next month.**

Discussion ensued regarding the invoices needing to be paid for the website redesign. Two invoices from Integra were mistakenly paid under Student Support Leadership Initiative. One invoice is to stay in Student Support Leadership (invoice #703 for $1,039) the other to be reimbursed to SSLI from the Coalition (Invoice #701 for $5,070.88). **ACTION: All approved to pay the invoice #701 back to Student Support Leadership Initiative which is in line with the original approval of moving forward with the website redesign. Kristina to add this new expense in the budget and Kristina to present to Council January 24.**

**Membership:**

**2013/14 Membership Invoicing to Council:** Copies of the invoicing package for 2013 was distributed. Members discussed some small changes. **ACTION: Kristina to bring this to Secretariat and Council for final approval.**

**MOA Revisions:** Copies of the MOA was distributed to members prior to this meeting for review and information. Members discussed the need for the MOA moving forward annually but once every 5 years as there is a signature from the member organization on the invoice. The MOA is a commitment to support the Coalition and outlines the benefits of the Coalition; it is a background to the invoice. Members felt the package is very lengthy but the origin of the MOA came from legal advice when we were exploring incorporating and decided not to. **ACTION: Members agreed try and reduce paper sent to members in the invoicing package for this year. Due to timing members decided to leave the package as is but discuss the need for members to sign the MOA each year.**

**Goal #2: c) Coalition Member Staff Development**

**LEAD Update & Subcommittee:** The LEAD cohort for 2012 ended December 14with presentations by participants. **ACTION: A small Task Group to be convened in February for the coming year cohort (which will start in September 2013-June 2014).**

**Goal #2: d) Identify Efficiencies**

**Shared Services Presentation to Council Update:**  group presented at November 29 Council: Sandra Mawby (CONTACT), Ken Edwards (Catulpa/New Path), Mark Szwarc (CCAC) and Marie Kavanagh (Georgian Bay Area Public Purchasing Cooperative). Many thanks to this group as Council members enjoyed. **ACTION: Need to have a follow up from this presentation and dig more into some components with more discussion time. Kristina to add these presentations on the Coalition website under “What’s New”. Strategy to be discussed further at this table.**

**Annual Report:** The Annual Report was printed in limited amounts and was sent out by pdf to Council, Planning and Infrastructure Tables. It has not been distributed to our networks or task groups. **ACTION: Kristina to e-mail to the various task groups and networks. Ken agreed to print for various events.**

**Participation Tool:** this was provided to Council members on November 29 and was well received. **ACTION: Council members to be asked to provide Kristina with their organization feedback. Once this has been updated, Kristina to add to the website.**

**Website Redesign Update:** Kristina walked through the new website back office. **ACTION: Kristina to make changes as discussed and bring to Council January 24.**

**Table Discussions:**

**Terms of Reference vetted to Goal #3:** copies of the revised Terms of Reference were distributed to members prior to this meeting. No changes required. **ACTION: Approved**

**Next Meeting:**

**February 14, 2013, 9:30-11:30 a.m., The Common Roof, 165 Ferris Lane, Barrie**

**-Renu to Chair-**