**

INFRASTRUCTURE STRATEGY TABLE MEETING

Thursday, January 9, 2014

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

Conference Call

**Present:**

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| Andrews, Gail |  | Veenstra, Kristina (recorder) |
| Armstrong, Rob  Edwards, Ken (Chair) | LaMantia, Alison  McAlmont, Trevor | Woods, Deb |

**Regrets:**

Gallow, Marg

1. **Welcome to new members**

Ken to Chair this meeting.

1. **Revise/Approve the Minutes from October 10 meeting**

Minutes of November 14, 2013 were approved as circulated; motion by Rob Armstrong.

1. **Approval of the Agenda**

Agenda approved as circulated with addition of Co-Chair of Infrastructure position.

Karen Pulla was thinking of Co-Chairing this table and Rob and Marg chatted about this and with the Strategic Plan and possible structure discussions they are reluctant going down this path if things are going to change. Deb spoke to a discussion that took place at Secretariat that due to the resources we have that any major structural changes would likely take more staff support than we have and this may not be the year to do this. The structural changes may come to the Planning Day Task Group meeting scheduled for January 13. Gail Andrews is still interested in becoming Chair when we turnover in June.

1. **Updates from Coalition Tables**

**Strategic Plan Update:** The Planning Day Task Group will be meeting on Monday, January 13 by conference call. They will be looking at the 4 themes approved at Council on December 5 to head in this direction. We now need to look at next steps and are we at the point to designate work to be developed by various bodies within the Coalition (e.g. Infrastructure and Planning Tables).

1. **LHIN Care Connections Update**: An update went out in the last minutes and they have not met since the end of October.
2. **Business Arising**
3. **Goal #2: b) Financial Stability**

**Financial Statement December 2013:** Kristina distributed the financial report to the end of December 2013. We have $22,000 left unspent and we are in line with our expenses. **ACTION: Kristina to add the Lough Barnes notation. Kristina and Ken will work on a draft budget for our next meeting for 2014/15.**

**Membership Fees Update:** Francophone Catholic Board has paid fees so all fees have been received. Our new member Barrie Police have not signed the MOA or paid fees; they joined in October (participated in the Planning Day October 24 and Council December 5). **ACTION: Kristina to continue to follow up with Susan Carmichael regarding Barrie Police.**

**Membership Invoicing Package 2014/15**: Kristina provided copies of the draft invoicing package for member review. This package needs to go to Council on January 23 and distributed in February/March to members. Members discussed that in the future review the MOA structure chart to clarify reporting structure/relationships. The Coalition Structure Chart was discussed as the document that would clarify this. Kristina to move the signature line of the MOA to after the Fiscal Responsibility section and have the Schedule A and B flow after the signature lines. Kristina to remove the Barrie Police notation on the You Made it Happen if they do not pay fees by February and to make the document in two pages. **ACTION: All approved the package for approval at Council January 23 with changes as discussed. Need to highlight the Barrie Police membership in the Newsletter and in other ways.**

**Deb and Kristina’s Priorities and Hours Starting January 1 Update:** Kristina and Deb received their priorities from Secretariat last month. Kristina is to work on the Council, Infrastructure, Secretariat, PDTG and Website and is working Monday and Wednesday 11-6 and Thursday 9-4. Deb is to spend most of her time on the Strategic Plan, Council, Infrastructure, Planning, Secretariat and PDTG. Deb has had to withdraw from several groups and a strategy needs to be developed for a way of sustaining these groups (i.e. Suicide Risk, LHIN, Youth Engagement, etc.). Deb will not be available on Monday’s and Friday’s. Further clarification on the other groups they are to support is needed. **ACTION: Kristina and Deb to provide time logs to Susan Carmichael bi-weekly.**

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

**LEAD Update:** LEAD program is in mid-stream and doing very well. It is a full cohort of 25 people. Conflict Resolution is this month and next month on February 14 is a panel of Coalition senior managers to talk to the group of their leadership journey (Kathi Wallace, Melanie Cooper, Glen Newby, Rob Armstrong are all confirmed). **ACTION: Alison LaMantia has sent a name of a person to help pro-bono with the Cultural Competency session in the spring. Alison to follow up with Georgian College and copy Deb.**

**Awards and Recognition Task Group:** This was an idea from Alison to have the Coalition recognize outstanding work in collaboration and integrated working. Rather than recognizing an individual, member of Planning and Secretariat would like to look at groups. There is one volunteer from the Planning Table who would be willing to work on getting this program up and running. Deb has drafted a work plan and research to get things started. Thoughts are to start small and make it something done on an annual basis at our Coalition Council meeting in May. **ACTION: If there is anyone from this table to join this task group would be helpful; Trevor and Alison volunteered to join the group. Deb to let Sandra Cole (Planning Table) know of Trevor and Alison joining.**

**d) Identify Efficiencies**

**TAY Co-Chair Position:** there is not a lot of information on where the TAY is going and this table had expressed some concern about the motion coming from Planning to Council where the Coalition agreed that TAY would become a network (similar to Best Start) reporting to the Coalition. There were no financial implications to it. This was approved and it will report up through Planning Table for alignment purposes to the Coalition Strategic Plan. There is leadership from Waypoint who is looking for support from a community agency as a Co-chair of the group. Waypoint approached New Path as the TAY Partnership Council did not have anyone to do this. At this point New Path felt it might be appropriate to go through the Coalition. There may be some resource funding available for this. Kathy Simpson is looking into this and would like Deb to take this on one day per month. This would be over and above her 3 days per week with the Coalition. **ACTION: Deb to follow up with Kathy Simpson on specifics.**

**211 Service Maps:** Kristina and Deb met with Pam Hillier at 211 yesterday to see the progress they have made in converting our service maps Visio files to CIOC/211 records database. They are very close to having all of the menus completed. They will now be mini directories of sorts available directly from our website. Kristina has designed the front-end to this and will be putting the links in as soon as received and finalized by 211. The FNMI will still have the medicine wheel. All work has been done by 211 without cost and is much more sustainable. **ACTION: Thank 211 at Council on January 23 for all this resource time/work.**

**Annual Report 2013:** Ken has the information and will not have any time to pull this together. He is looking at having someone in Catulpa to format the report.

**Next Meeting:**

**Thursday, February 13, 2014, 9:30-11:30 a.m., The Common Roof, 165 Ferris Lane, Barrie (Marg to Chair)**