**

INFRASTRUCTURE STRATEGY TABLE MEETING

Thursday, March 14, 2013

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

The Common Roof, 165 Ferris Lane, Barrie

**Present:**

|  |  |  |
| --- | --- | --- |
| Armstrong, Rob  Edwards, Ken | Gallow, Marg  Manocha, Renu (Chair) | Manzone, Tash (recorder)  Woods, Deb |

**Regrets:**

Austin, Donna Clarke, Debbie Szwarc, Mark

Bishop, Greg Veenstra, Kristina

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

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

Minutes of January 10 were approved as circulated. Re Annual Report: agreed to ask Ken to print another 100. Renu will not be at Council this month so Margaret will present on behalf of Infrastructure.

1. **Approval of the Agenda**

Agenda approved with addition of the MOA proposed revision as item 6) , and update on member fees collected to date as part of Financial statement.

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

* **Planning Table:** Have been looking at results of a matrix comparing all updates to the Table by Coalition networks (Children's Treatment Network, Best Start and COMPASS) and task groups (FASD, Wraparound, Integrated Working Task Group, Crisis Services etc). Tash prepared matrix, purpose is to help Table encourage alignment of these groups with Coalition strategic plan. Found that most initiatives reporting were well aligned with mental health and diversity/inclusion goals but not so much with youth engagement or basic needs. Planning Day task group has met twice and a small review group has gone over the five proposals we got in response to the RFP for consultant to work with us on the next strategic plan 2014-17, with planning day probably November this year.
* **Secretariat**: February meeting got update on advocacy (progress on broadsheet, communication task group, provincial election strategy), received updates from Infrastructure and Planning and results of exit ticket exercise at Council.
* **Care Connections:** Deb used current Child and Adolescent Mental Health and Addictions steering committee work plan to update on various areas being addressed in our joint planning with the LHIN. Of particular interest: central intake number for referring into child and adolescent mental health system, expanding walk in clinics, filling the gap of psychiatric beds in our area and interim strategy, developing common screening and assessment tools (Working Together for Kids' Mental Health). Meets again next Friday. Margaret noted that Leadership Council was cancelled in March.

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

**Financial Statement January 2013:** Funds have been transferred to SSLI budget re website expenses $4400, there is still approximately $5000 available for broadsheet on inclusive recreation.

**Proposed Budget 2-13-14:** Ken walked through projection drafted by Kristina. Suggest merge first two columns, rename it Proposed Budget. Payroll includes buffer of $1200 for extra effort (e.g. around new strategic plan). Other revenue includes Coalition portion of LEAD fees, any member contributions towards website or strategic plan (we have commitments of $10,000 from MCYS, $2500 each from New Path and Catulpa and potential of something from Best Start after April for which we are very grateful! **Action:** Deb will speak to Susan at CAS as well). Projecting member fees at same level as current year. **Action:** Ken will revise projection with above changes and update the explanatory notes. Our end of year statement will be audited as part of New Path's audit and should be available to present to Council end of May.

**Membership:** Invoice package went out by email to all Council members mid February, we have received approximately $4500 in fees to date. Will follow up as usual with reminders June and September then assume organization is no longer interested in membership. **Action:** Verbal reminder at Council March 28, email reminder out next week to jog everyone's memory before end of fiscal year.

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

**LEAD Update & Subcommittee:** Group met with Karen Doherty and Linda Trott of Georgian College to review participant evaluations of the 2012 sessions. Reviewed curriculum and suggested some changes. Some problems with attendance this year, to be addressed by Renu Kristina and Deb developing better registration process and criteria for selection of participants (over-subscribed by 2, some organizations sent large number of participants). Need to schedule around PD days, want to involve participants' supervisors more, ensure organizations are getting good return on investment. Deb meeting in April with Linda re cost sharing. **Action:** Margaret to alert Council to new session Sept 2013-June 2014 and get input on how many are likely to send participants, whether Fridays or Mondays are preferred. Deb and Kristina to prepare brief feedback card for March 28.

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

**Website Redesign Update:** Pavliks has given us the entire redesigned Sitefinity 5 website on disc for transfer to Iboza which will be our ongoing host. Expect transfer fee of approximately $200. Since Iboza is not a Sitefinity partner we will need to purchase extra expertise (upgrades, licensing, future redesign) from one of 10 Sitefinity partners in Ontario (at the worst, current license should allow us to get support from Sitefinity itself). Will need to build costs into next year's budget. Kristina and Deb have inquiries out to these and will bring quotes to next meeting. Our license is in the name of the Coalition with Kristina as contact. Will ensure Ken gets copy of document.

**Participation Tool:** Need to update staff changes on chart, put list of acronyms at bottom. Hope the chart will assist CEOs determine how to allocate staff time on Coalition efforts. **Action:** Kristina to send out to Council to ensure information is current, revision to Secretariat next week. Suggested we develop an annual count and include in Annual Report as part of an impact statement with estimated number of person hours Coalition organizations are devoting to collective work. Information could be collected by Planning Table in regular updates from networks and task groups.

**5) Memorandum of Association:** Deb reviewed draft of Memorandum of Association that the Integrated Working Task Group is suggesting could be revised to contain a statement on integrated working, with separate Memoranda of Understanding pertaining to the various integrated working initiatives/protocols happening within the Coalition. **Action:** In future,the MOA will be signed only once by each member organization; at annual invoicing there will be a check box attached to the invoice indicating that the member has re-read and agrees with it (link to website). Substantial changes will be circulated to members. Group discussed MOU for individual initiatives: suggested consider "Terms of Reference" instead. Agreed the Coalition has no legal binding authority but that clearly stating what each initiative requires of those agencies participating could help with collaborative efforts.

**Next Meeting:**

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