**

INFRASTRUCTURE STRATEGY TABLE MEETING

Thursday, May 9, 2013

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

The Common Roof, 165 Ferris Lane, Barrie

**Present:**

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| Armstrong, Rob  Edwards, Ken  LaMantia, Alison | Manocha, Renu (Chair)  Manzone, Tash | Veenstra, Kristina (recorder)  Woods, Deb |

**Regrets:**

Gallow, Marg Szwarc, Mark

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

1. **Welcome to new members**

We have lost 4 members recently: Debbie Clarke, Donna Austin, Greg Bishop and Michelle Craig.

Welcome to Alison LaMantia who is the new Manager of Communications at the SCDSB. She is from the Peel School Board and new to Simcoe County. We are very happy to have her! Roundtable introductions were done.

1. **Revise/Approve the Minutes from March 14 meeting**

Minutes of March 14 were approved as circulated.

1. **Approval of the Agenda**

Agenda approved as circulated with addition of Annual Report 2014 and storage of files.

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

* **Planning Table:** <http://www.simcoecountycoalition.ca/home/main-navigation/members/cyfs-coalition-meetings/planning-table>
* **Secretariat**: <http://www.simcoecountycoalition.ca/home/main-navigation/members/cyfs-coalition-meetings/secretariat-table>
* **Coalition Council**: <http://www.simcoecountycoalition.ca/home/main-navigation/members/cyfs-coalition-meetings/coalition-council>
* **Care Connections:** Deb provided some history on this planning activity on child and adolescent mental health issues. Eric Sutton, Consultant, will be moving into Waypoint and Susan Lalonde-Rankin will be taking on this consultant plan. **ACTION: If you wish to have a copy of the work plan from Eric Sutton please let Deb know.**
* **MOA Revision:** The last revision was brought here at this meeting in March 2013. The Integrated Working Task Group is looking at coordinating access to services for children and has suggested this schedule B for all integrated working services attached to the MOA. Individual protocols like SPOC and Suicide Protocol would have their own MOU and sign off for those agencies actively participating in those protocols. **ACTION: The MOA is in good shape and will be presented again to Council on May 23 and will ask members to take the MOA back to their organizations for input/changes.**

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

**Financial Statement March 2013:** All approved. **ACTION: Kristina to bring to Council May 23.**

**Proposed Budget 2013-14:** Ken walked through projection drafted by Kristina last month. 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: Ken to provide Kristina with the most recent version of this budget. Kristina to present to Council May 23.**

**Membership:** We have 15 members who have not paid. We are at $71,000 in fees received to date. **ACTION: Kristina to send reminder e-mails to members who have not paid as yet. Georgian Bay General Hospital have a new Director and have decided not to continue membership; Renu to bring a request to Secretariat next week to speak to Bob Morton about re-engaging GBGH.**

**Discussion of how to follow up with members.**

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

**LEAD Update & Subcommittee:** Copies of the draft LEAD agreement with Georgian College for the next cohort were distributed for information and review. Deb walked through the agreement. Kristina will lead the registrations, follow up and coordination. This table would ensure that the correct people would be attending and that there is organizational as well as participant accountability to attend. If registrations go to the maximum of 24 people the Coalition and Georgian will each receive some funds (approximately $3800). **ACTION: Deb to follow up to see if we do not have the maximum of 24 if the Coalition runs a risk of losing money due to administration work. Need to determine if there is a cut off if there aren’t enough participants so Coalition can decide to continue or not.**

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

**Website Redesign Update:** The site is launched and running. Kristina and Deb have engaged a Sitefinity partner, Thrillworks, with the approval of this group via e-mail earlier this month. Thrillworks have just completed the sweep of the site. Their invoice is $988 for this sweep and review of our logo. **ACTION: Kristina to review the site and ensure there are no further errors on the site and all is working well.**

**Facebook Page:** Please LIKE our facebook page! **ACTION: specifically ask at Council to like the page and alert their organization’s communications department. Melissa Foster at SCDSB may be able to help with changing settings on our Facebook page. Need to look into developing social media guidelines that state we monitor only between certain times especially if we start with Twitter.**

**Participation Tool:** Deb asked the group if they would like to follow through on this document that names all the various groups and members. **ACTION: This to be distributed quarterly for updates. Kristina to post on the website in the member section with the acronyms attached; with a date and notation to contact Kristina with any changes. It was suggested to ensure the Strategic Planning process seeks information on what members expect from the Coalition and what they are getting from the Coalition.**

**Co-Chair Recruitment:** it is that time of year to rotate Co-chairs on the Coalition tables and Vice Chair of the Coalition. Renu will be moving off as Co-chair in June and we require a replacement. Marg Gallow is remaining as Co-chair. Kristina sent an e-mail to all members requesting names for this position; nothing received as yet. Renu mentioned that it will probably be about 6 hours per month between the meetings – Infrastructure, Secretariat and 5 Council meetings per year. This group has a very clear agenda and Kristina and Deb make a big effort to do as much as possible. **ACTION: Renu to let us know if she will be able to remain as a participant on this table.**

**Recruitment for this Table:** The group discussed who we can recruit to join this group as we have lost 4 members over the past few months from SCS, The County and SCDSB. Alison LaMantia is now representing SCDSB – welcome! ☺

It may be beneficial to have Irena Pozgaj with her connections to the Data Consortium and The County; Deb to follow up. **ACTION: Kristina to put a plug on the website that we need members for this table. This to be taken to Secretariat and Council. We are looking for people involved in member relations, IT, HR, Communications and Finance. Renu to speak to Susan about reaching out for participants. Someone from the health sector, CMHA, SCS.**

**5) Annual Report 2014:** Our first Annual Report was done last summer and we are coming up to that time again this year. Members approved doing another one this year as last year’s was well received.Need to connect to the website and Facebook page this year; mostly on line and print few. **ACTION: Ken to print some more of the 2013 report for our LHIN forum on May 28/29. Meetings to take place in June and finalization during the summer with hard copies and launch at Council in September. Alison to review and help with this task!**

**6) Storage of documents:** Kristina has 2 banker boxes of hard copy documents for the Coalition from 2012. She has them in the back of her car as there is no room in her small home office. **ACTION: Kristina to provide the boxes to Ken for storage at the Catulpa unit.**

We also have 4 small banners that are now being housed at the SCDSB in Midhurst which has proven difficult to go out and pick them up out of town. **ACTION: Kristina to call Renu to see if CAS has room for these.**

**Next Meeting:**

**June 13, 2013, 9:30-11:30 a.m., The Common Roof, 165 Ferris Lane, Barrie (Marg to Chair)**