**

INFRASTRUCTURE STRATEGY TABLE MEETING

Thursday, October 11, 2012

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

Simcoe County District School Board (Hwy #26, Midhurst)

**Present:**

|  |  |  |
| --- | --- | --- |
| Austin, Donna  Clarke, Debbie  Gallow, Marg | Manocha, Renu (Chair)  Szwarc, Mark | Woods, Deb (recorder) |

**Regrets:**

Armstrong, Rob Craig, Michele Veenstra, Kristina

Bishop, Greg Edwards, Ken

**Many thanks to the Simcoe County District School Board for hosting today’s meeting!**

1. **Welcome to new members**

Roundtable introductions were done. Renu is chairing her first Infrastructure meeting today-- many thanks! Again thanks to Greg Bishop who continued on as co chair but due to provincial responsibilities must step down from that position; Greg will continue to attend as a member when he can.

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

Minutes of September 14 were approved as circulated.

1. **Approval of the Agenda**

Agenda approved as circulated with addition of Participation Chart under Table Discussions

1. **Updates**

* **Planning Table:** .
* **Secretariat**: .
* **Coalition Council & LHIN:** .

1. **Infrastructure Work Plan Discussion & Update to Council September 27:** Greg presented the Infrastructure work plan at the September 27 Council meeting which was well received. Next step is to update the overall Coalition Strategic Plan and bring to November 22 Council.
2. **Business Arising**
3. **Goal #2: b) Financial Stability**

**Financial Statement September:** Ken and Kristina were unable to meet prior to this meeting and so the financial statement will be deferred to November 8 Infrastructure meeting.

**Membership:** We have received payment from Waypoint and after repeated attempts to reach Camp Couchiching and Orillia Youth Centre we must assume they are no longer interested in belonging to the Coalition. **Action: We need to update and revisit the member fee chart that Michelle developed at November meeting.**

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

**LEAD Update & Subcommittee:** The LEAD cohort for 2012 is ending December 14with presentations by participants and handing out of certificates. Debbie and Deb will attend and others are encouraged to come for all or part of the day—let Deb know if you’re interested. In January a small group needs to meet with Georgian’s Karen Doherty and Linda Trott to review participant evaluations, look at curriculum for Sept 2013-June 2014 session. Meanwhile we will survey Coalition members for their interest in sending staff to the next session, ideas for curriculum etc. Renu and Debbievolunteered for thissub-committee

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

**Shared Services Presentation to Council:**  Group to meet November 1 and to plan presentation under Hot Topics to take place at the November 22 Council meeting**.** Mark re. CCAC shared services which started with finance now includes human resources, IT and business intelligence, partnering with other health care agencies for low cost high level support. David Allen City of Barrie will present on Georgian Bay Area Public Purchasing Cooperative. Ken to present Common Roof model; Sharon Mawby from CONTACT South Simcoe on multi service model. Members noted that funders are now looking at dollars spent on overhead and encouraging sharing to reduce costs (CAS, MCYS and MCSS) .

**Annual Report:** Members recommend distribution ofAnnual Report via electronic link to all municipalities in Simcoe County, with cover note from the Chair that this is our first Annual Report, we’d like you to be aware of Coalition. Also to public libraries, MPPs MPs etc. Secretariat and Advocacy Champion to contribute to this as well.

**Website Update:** A re-design consultation meeting took place September 17 and resulting wire frames developed by Integra distributed to Infrastructure for comment and approval to proceed. Kristina has been forwarding comments to Kim and by October 22 will be starting to work on re-design and transfer of information from our current format via Pavliks. Due to very limited budget some features like accessibility for visually impaired may have to wait to next upgrade. Accessibility for Francophones is a priority.

**Participation Tool Idea:** Deb distributed draft Participation Chart which is intended to provide information to members about who in their organizations sits at which tables within the Coalition.This will help identify if members are participating where they wish to. Debbie noted that for very big organizations like SCDSB it would be difficult for the CEOs to know who sits where so whatever information we can provide would be appreciated. Chart will go out with the Coalition structure chart as a guide to the various groups. **ACTION: Deb and Kristina to fill in as much information as possible on Network participation (COMPASS, Best Start and CTN) as well as other task groups and projects and bring to Secretariat and Council in November.**

1. **Table Discussions:**

**Co-Chair Recruitment:** As noted above, Renu will become an Infrastructure Co Chair. Marg volunteered to take on the other Co Chair role.This is great news—many thanks to both! **Action: Kristina will arrange a brief phone meeting with Co Chairs and consultant staff the week before our next meeting.**

**Membership:** The group discussed having phone conferencing regularly available which could make joining the group more attractive. **Action: Deb to ask Kristina to ensure phone conferencing equipment available for these meetings and ask members to notify us if they’ll be coming in by phone. Hope hosting organization will be able to absorb costs, similar to copying costs. Donna will look into this at SCDSB.**

**Terms of Reference:** Goal # 3 was presented to Council Sept 27. Terms of Reference for all tables have been altered somewhat to reflect the reduction of Council meetings from 8 to 5/year. Group discussed and suggested under Meeting Frequency to change wording to “Meets 8-10 times per year **or** as needed in coordination with Secretariat and Council meeting requirements.” This reflects group’s desire for flexibility depending on work load and issues coming before it. **Action: Deb to make change, all Terms of Reference will go to Council in November.**

**Next Meeting:**

**November 8 2012, 9:30-11:30 a.m., SCDSB, Nottawasaga Rm. (Hwy #26, Midhurst)**