**

INFRASTRUCTURE STRATEGY TABLE MEETING

Thursday, September 14, 2012

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

The County of Simcoe (Hwy #26, Midhurst)

**Present:**

|  |  |  |
| --- | --- | --- |
| Armstrong, Rob  Bishop, Greg (Co-Chair) | Craig, Michele  Edwards, Ken  Szwarc, Mark | Woods, Deb  Veenstra, Kristina (recorder) |

**Regrets:**

Austin, Donna Gallow, Marg Manocha, Renu

Clarke, Debbie

**Many thanks to the The County of Simcoe for hosting today’s meeting!**

1. **Welcome to new members**

Roundtable introductions were done.

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

Minutes of June 14 were approved as circulated.

1. **Approval of the Agenda**

Agenda approved as circulated with addition of frequency of meetings.

1. **Updates**

* **Planning Table:** <http://www.simcoecountycoalition.ca/en/members/planningtable/planning_minutes.aspx>
* **Secretariat**: <http://www.simcoecountycoalition.ca/en/members/secretariat/secretariat_minutes.aspx>
* **Coalition Council & LHIN:** <http://www.simcoecountycoalition.ca/en/members/council/council_minutes.aspx>

1. **Infrastructure Work Plan Discussion & Update to Council September 27**

Copies of the revised work plan was distributed prior to the meeting and was displayed on projector for member discussion. Kristina walked through the tracked changes; all approved to bring to Council by Greg on September 27. **ACTION: Kristina to forward a copy of the overall Coalition Strategic Plan to members for information. Michele to send a copy of SCS’s acronym glossary to Kristina for FYI; Kristina to add the acronym list to agendas of Planning and Infrastructure tables.**

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

**Financial Statement August 2012:** copies of the Statement was distributed for review. Numbers are looking very good and in line with our operating budget. We need to still bring in $6,400 Sponsorship/Donations required. **ACTION: the month to date column to be expanded for next quarter. To move the Broadsheet funds into Sponsorship/Donations. LEAD revenue still to be received and will be shown in Sponsorship/Donations. This does not go to Council this month.**

**Membership:** Kristina spoke to those membership fees that we are still missing. E-mails requesting confirmation of continues membership were sent last week. The MOA wording was discussed and that members are restricted to Council, Secretariat, Planning and Infrastructure tables; it does not include task groups or networks**. ACTION: Deb and Kristina to continue to follow up with those member fees still outstanding.**

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

**LEAD Update & Subcommittee:** we are in the middle of this year’s cohort which is full via Georgian College. It has been extremely well received the last few years and Deb provided an overview of the program and topics discussed. **ACTION: Kristina to follow up with Georgian College regarding revenue for the Coalition. If anyone is interested in coming to the December 14 last day of this Cohort at the Kempenfelt Centre to provide certificates please let Deb Woods know; Deb to let everyone know the agenda times. To ask Council this month what their appetite is for another cohort and when would like to begin (providing numbers in cohorts from the past with a survey to hand out after Council).**

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

**Shared Services Presentation to Council:** to take place at the November 22 Council meeting. **ACTION: Kristina to confirm November 1 from 9:30-11:30 for the small task group to meet and discuss the Hot Topic at Council.**

**Annual Report:** Copies of the first draft Annual Report was distributed to members prior for review and information. **ACTION: Kristina to double check the logos. It was discussed to have this as a pdf on the website. Kristina to provide Ken with a fast fact for page 3 under the Candidates meeting picture. Ken to make some minor suggested changes. This to go to Secretariat for information on September 20 and to Council for distribution September 27. Colibri and Camp Couchiching logos to be removed as they were not paying members in 2012. Many thanks to everyone who have worked on this report!**

**Website Update:** The first re-design consultation meeting to take place Monday, September 17 from 1-3 p.m. at The Common Roof. Kristina to speak to Kim at Integra Monday morning to discuss the agenda and confirm attendees.

**Participation Tool Idea:** this is for information, and an idea to provide information to members with a template of who sits at which tables within the Coalition and who to communicate with for the various initiatives and networks.This to help identify if members are participating where they wish to. **ACTION: draft to be brought to the table for information. Members felt they would find this to be a very useful tool.**

1. **Table Discussions:**

**Co-Chair Recruitment:** Still require two co-chairs for this group. Greg’s role has officially ended in June. **ACTION: If you wish to co-chair please let Greg, Deb or Kristina know as soon as possible.**

**Membership:** Simcoe Muskoka Health Unit representative to join this group in the next couple of months.

**Terms of Reference:** Deb provided a copy of the Goal #3 Summary for review. These changes have been reflected in the Terms of Reference for this Table. **ACTION: To be brought to next month’s meeting.**

**Next Meeting:**

**October 11, 2012, 9:30-11:30 a.m., SCDSB (Hwy #26, Midhurst)**