**

INFRASTRUCTURE STRATEGY TABLE MEETING

Thursday, September 11, 2014

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

The Common Roof, Barrie

**Present:**

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| --- | --- | --- |
| Armstrong, Rob (Chair) | LaMantia, Alison | Veenstra, Kristina (recorder) |
| Edwards, Ken | McAlmont, Trevor | Woods, Deb |
|  | Shelley, Brian |  |

**Regrets:**

Andrews, Gail Gallow, Marg

1. **Welcome to new members**

Trevor to Chair this meeting. Roundtable introductions were done. Welcome to Brian Shelley who will be representing the YMCA moving forward. Rob is transitioning out and we thank him for all his support over the years.

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

Minutes of May 8, 2014 were approved as circulated.

1. **Approval of the Agenda**

Agenda approved as circulated with addition of Kristina’s Resignation at the end of the meeting and have Kristina leave that portion of the meeting.

1. **Updates from Coalition Tables**

All approved.

**LHIN Care Connections:** Liz McKeeman is the Coalition representative on the Child and Adolescent Mental Health and Addictions Steering Committee and informed Deb that they have not met since May.

1. **Strategic Plan**

**Theme #4, Demonstrating Outcomes, Best practice, evidence-based knowledge and practice (evaluation) for continuous improvements:** Deb reported that Planning and Integrated Working Task Group met on Tuesday to discuss moving forward the resilience and integrated system themes. A copy of the updated plan was provided to this group prior to the meeting for information. The meeting on Tuesday addressed 3 areas of resilience outcomes and indicators with a test run of the indicators and used Results Based Accountability as a planning format. The County is considering the RBA framework and moving forward with resource planning; Trevor recently presented the RBA framework to the County’s Executive Group. As well, SCDSB is starting to use the tool. Trevor distributed a copy of a UK report card for member discussion showing how an organization using RBA can report all their outcomes and progress on one sheet. It would be a good format for the Coalition to use for tracking and measurement, however, members discussed the need to have a clear goal (maybe using our vision) and clear outcomes. Some felt the word “resilient” is problematic and is an end result to our goal; this however, has been adopted by the tables and Council over the past year. Members felt that our existing Vision Statement is a population outcome (“That all children and families in Simcoe County reach their full potential”) that includes resilience and should be the overarching outcome. We need to ensure if someone sees our report card they would know what we are saying in plain language.

Rob spoke to Developmental Assets and distributed a copy of the assets for discussion. Alison provided copies of the SCDSB Climate Survey already being used. Members discussed the possibility of reviewing the Survey (which is usually distributed to families within the board January/February every year) and identify what is already being collected and what developmental language/questions can be incorporated. The YMCA is bringing in a guest speaker for a Developmental Assets Workshop on October 28, 2014 from 9-12 p.m.; Rob to announce this opportunity at Council on the 25th.

**ACTION: Kristina, Deb and Trevor to revamp the Strategic Plan on a Page; Alison to check with SCDSB on the possibility of changing some of the questions in their client survey and doing a pilot in 2015; Brian to check if YMCA would be willing to financially help with developing the survey. Trevor to bring the performance outcomes to Secretariat next week then to go to Council September 25. We need to see who can take some of the work (i.e. COMPASS, TAY, Best Start) as well as who will collect the data and what is already underway. Need to ensure we are not straining our resources and what we are doing is sustainable.**

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

**Statement of Operations for August 2014:** Copies were provided to members for review and questions. We may fall short in membership fees this year due to some fees coming in lower than usual and not receiving others as yet. Secretariat members are following up with missing fees. We were within budget for end of March 2014/fiscal year end. The final amounts for the TAY partnership will be added in as funds carried forward from Working Together for Kids Mental Health. All approved. **ACTION: Kristina to bring to Council this month.**

**Member’s Fee Update:** We have received over $83,259.72 in member fees thus far out of the projected $100,000. Next month we will have to review the list of outstanding and decide if membership is to continue; September is the usual time for a hard letter. **ACTION: Trevor to follow up with Secretariat on the outstanding memberships and next steps.**

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

**LEAD Update:** Kristina reported that thus far only 8 LEAD applications have been received. A note was sent out this week extending the start of the cohort to October; thereby, cancelling the September 19 start date. Georgian needs 20 registrations to run the program and the Coalition only receives a share financially for registrations over 20 and up to 25 (maximum). The deadline for running the program starting in October is September 26. Thus far most members contacted have responded that this is not in their budget this year. Members discussed that since we have run the program every year we may have run through most staff in our member agencies and may need to take a break or offer a LEAD 2 upgrade to the program. Also it was suggested that smaller members may feel that training over $500 is too much for their budgets. We could also look at using verbiage such as “project management” to bring people in as it can easily fit into budgets. This should be part of strategic planning. Maybe changing location to the Common Roof would help save some funds from a Georgian perspective.

**ACTION: Kristina to provide an update to Georgian next week; decision to go ahead to be made by end of September.**

**Awards and Recognition Task Group:** Alison, Sandra Cole and Trevor have met over the summer to revise the proposal sent to Council in May. They have developed nomination forms and members reviewed the draft. Alison spoke to the awards and how they look. This is an opportunity for the Coalition to have photo and media exposure; it is also a value added. **ACTION: Trevor to bring to Secretariat next week for Council September 25 with a final draft and budget.**

**d) Identify Efficiencies**

**Website Update Ideas:** Kristina, Deb and Brian met to discuss some updates to the website making it more youth friendly. Make sure the website maps for the community and youth. From a client perspective we should emphasize strengths, not needs ie positive approach in photos and wording. **ACTION: To discuss in more detail at our October meeting as to who will be doing this work in Kristina’s absence.**

**Kristina’s Resignation:** Kristina was asked to leave the meeting while members discussed her resignation. She has resigned effective September 30 to become the Executive Assistant to the Children’s Aid Society’s Amalgamation process. Members congratulated Kristina on her new career path and expressed gratitude for her many contributions to Infrastructure and the entire Coalition over the past 8 years.

Infrastructure reviewed the EA Job Description and gave input into the recruitment process:

* Deb to make updates to the Job Description and circulate to Infrastructure, and draft memo to go to Coalition asap notifying of resignation following Coalition chairs’ approval
* Deb to create a Job Posting based on the JD, get Secretariat approval, and ask Maureen at New Path to post with the usual outlets: online papers, employment centres, Charity Village, also throughout the Coalition with deadline one week after distribution (ie around Sept 24-26)
* RSVP to Deb who will review applications and cv’s and narrow down to 3-5 to interview
* Request a member of Secretariat join Deb and Ken as interview team.

**Next Meeting:**

**Thursday, October 9, 2014, 9:30-11:30 a.m., The Common Roof, 165 Ferris Lane, Barrie**