



INFRASTRUCTURE STRATEGY TABLE MEETING
Thursday, April 9, 2015
9:30 – 11:30 a.m.
The Common Roof (165 Ferris Lane, Barrie), Resource Rm.
Minutes

Attended	Declined
Ken Edwards Trevor McAlmont Sharon O'Neill (recorder) Brian Shelley Lori Shirley Melanie Slade-Morrison Deb Woods	Gurjinder Jammu

Item	Minutes	Action/Motion
1. Welcome	Trevor welcomed all to this meeting. A moment was taken to mourn the loss of Margaret Gallow an important member of this table and the Coalition at large.	
2. Approval of Minutes from Mar 12, 2015	All approved	
3. Approval of the Agenda	All approved with added item: Terms of Reference	
4. Updates <ul style="list-style-type: none"> ➤ Planning Table ➤ Secretariat ➤ Coalition Council ➤ LHIN Care Connection updates <ul style="list-style-type: none"> ○ Contact liaison discussion 	<p>Deb gave brief updates and encouraged all members to read recent minutes on the website. Planning Table spent most of their March meeting focusing on Turn the Curve process. Secretariat focused on preparing for March Council. The Council presentation of Tele Mental Health Service given by Lindsay Vaby, HANDS was well received. Increased capacity of this service in Simcoe/Muskoka will be beneficial for children, youth and families.</p> <p>LHIN – There are no current updates. Marg was the contact rep for these updates. Ken stated he has not received any updates.</p>	
5. Strategic Plan: Theme # 4: Demonstrating Outcomes: <ul style="list-style-type: none"> • Report Card framework • Planning Table Report progress - update 	<p>Trevor provided a brief update on the status of the working group reports and presented to Council in March 2015. Current status and process templates were distributed. Brian likes the process document which clarifies the roles of the tables. Infrastructure will create an initial report card for May 28 Council meeting.</p> <p>Deb reported that the Crisis Services Steering Committee report will soon be submitted and the TAY SoS report draft was sent to Trevor for further work for finalization.</p> <p>Action: May Infrastructure meeting will look at what Planning table submits to produce a draft report card, showing baseline measures from the Turn the Curve exercises. The report card will be a living document.</p>	Next Agenda – production of Report Card for Council in May 2015.
6. Business Arising Goal #2: b) Financial Stability <ul style="list-style-type: none"> • Statement of Operations Mar. 31, 2015 	Statement of Operations Mar. 31, 2015: Questions were asked about the deficit for members to understand. Ken stated some members paid twice the previous year. Some years show a small surplus and others a small deficit. Ken stated he can produce a prior year for comparison at the next meeting. All approved the current Statement as at Mar	Ken to produce a prior year comparison with the current Mar 31, 2015 statement. Sharon remove WTFKMH revenue from Mar.

<ul style="list-style-type: none"> • 2014 Expense Report • Professional Development Coalition sponsorship – policy development • Membership 2015-16 Package • Member fee update 2014-2015 past due • New Member applications: <ul style="list-style-type: none"> ○ AIDS Committee (Colin Green) ○ Deaf Access (Hillary Rumble) <p>Goal #2: c) Coalition Member Staff Development</p> <ul style="list-style-type: none"> • LEAD - partnership with YMCA Leadership program – further discussion • Awards and Recognition Task Group Update <p>Goal #2: d) Identify Efficiencies</p> <ul style="list-style-type: none"> • Website Strategy - update <ul style="list-style-type: none"> ➤ Site Analysis for AODA compliance 	<p>31, 2015 for the Council Consent Agenda items May 28, 2015. Sharon was directed to remove the revenues related to WTFKMH since this is no longer applicable.</p> <p>2014 Expense Report – Ken presented the Expense report (distributed) for review and further understanding of expenses.</p> <p>Professional Development Coalition sponsorship – policy development discussed as requested by Council surrounding recent approval in practice of the Coalition sponsorship of 2 emerging leaders – to attend the local April 29 Resiliency event hosted by Stuart Esten and Seasons Centre for Grieving Children. Council would like a formal process developed for presentation at the next May meeting for professional development sponsorship. Deb stated Infrastructure members should draft criteria for this process. Discussion held with ideas to keep the policy flexible, focus on sending members who are emerging leaders for positions in the Coalition who could share learnings throughout the Coalition. Ken suggested funds could be capped during a surplus year.</p> <p>Action: Deb and Lori agreed to draft criteria for this process and cascade to Secretariat Apr.16.</p> <p>Membership 2015-16 Package Update: Sharon stated at least 5 agencies have already renewed. CS Viamonde just sent the signed MOA due from last year (2014-2015). Payment should arrive shortly under separate cover. Sharon is sending out the Membership 2015-2016 package to CS Viamonde (Superintendent Francois Fournier) following this meeting.</p> <p>Membership 2014-2015 Past Due – Sharon updated that no word was received from Georgian College (Suzie Addison-Toor) since the final email notice was sent. This needs to go to Secretariat for final action. As above, CS Viamonde is in process of settling their past due account.</p> <p>New Member applications: Sharon informed that on-line (website) new member applications were received from the following 2 agencies:</p> <ol style="list-style-type: none"> 1. AIDS Committee of Simcoe County (Colin Green) 2. Deaf Access (Hillary Rumble) <p>AIDS Committee rationale for membership:” For the past few years, ACSC has delivered programming to the LGBTQ communities in Simcoe County. One program, LGBT Youth Connection is a drop-in for youth who identify as lesbian, gay, bisexual, transgender or are questioning their orientation or gender. ACSC works in partnership with many other youth service organizations to support, reach out to and connect these most vulnerable youth with a sense of community.” Members reviewed. Deb stated she met with Colin Green who intends to come to Council meetings. Marlene Ham is the LGBT Network coordinator and we hope that group will become a working group of the Coalition reporting to Planning Table; Katie Traill is already giving input to Triple P. Deb expects a Turn the Curve Report in future from the LGBT Network once their membership is</p>	<p>31, 2015 statement.</p> <p>Deb and Lori will produce a professional development process for Secretariat April 16.</p> <p>Brian motioned to accept the membership application from the AIDS Committee. Ken 2nded. All approved.</p> <p>Brian motioned to accept the membership application from Deaf Access. Melanie 2nded. All approved.</p> <p>All agreed to recommend new members be invited, as guests, to the next May Council and take this recommendation to Secretariat. New members can step out while their membership is being reviewed by Council. Action: Infrastructure Terms of Reference will be revised to shorten the new membership process.</p> <p>Action: Sharon to contact Elizabeth Mildon</p> <p>Action to Secretariat – past due Georgian College – final steps.</p> <p>LEAD/YMCA Leadership program. - Brian will draft an MOU for next Infrastructure meeting.</p> <p>Website strategy: Sharon will execute a planned website update analysis during July/August 2015 when active meeting duties are no longer required and bring recommendations to Infrastructure in September Sharon will also start to explore AODA compliance regulations and incorporate compliance learnings into this update analysis.</p>
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	<p>approved. Brian motioned to accept the membership application from the AIDS Committee. Ken 2nded. All approved.</p> <p>Deaf Access rationale for membership: 'Deaf Access Simcoe Muskoka removes communication barriers to create an accessible community that is inclusive of culturally Deaf, oral Deaf, deafened and hard of hearing people. Our Family, Child, and Youth Services program is an umbrella term used to support children, youth, and their families when living with an identified hearing loss.' ,,, 'We deliver services to families of children with hearing loss from birth to age 18. These include, but are not limited to: baby sign language instruction, parent support groups, children's recreational events with proper accessibility, summer camps, weekend retreats, support in the schools, leadership opportunities for youth and promotion of self-advocacy and self-esteem. All of these play into helping children and parents learn more about hearing loss, how to self-identify and self-advocate, teach communication strategies and create support systems for social development. We would like to become the "go-to" resource in Simcoe County for children with hearing loss, so we can journey with children as they grow, and then transition into adulthood.' This membership was discussed.</p> <p>Brian motioned to accept the membership application from Deaf Access. Melanie 2nded. All approved.</p> <p>Sharon stated an online application was also submitted some time ago by New Horizons Family Services (NHFS). Rationale: NHFS provides families with unique and individualized support, while striving to find innovative ways to empower and support children and families. NHFS values all community partnerships and their contributions, and participates in community relationships with respect and communication. NHFS mission is to empower and support children and families to their full abilities. Through respite care and parent support, NHFS works with families in their own residences. Address given:3242 Beach Avenue, by Elizabeth Mildon CYW esmildon@gmail.com. Sharon and Deb tried to find information about this agency. Members helped research this agency live. This agency was found on Facebook (Lori)– and is run by a single individual (Elizabeth Mildon) who is incorporated.. Members agreed this is clearly a 'for profit 'and therefore not eligible to apply. All agreed. Action: Sharon to contact Elizabeth Mildon</p> <p>Deb raised the long wait for new members (to Secretariat then Council in May). Council does not reconvene until September. Deb suggested addressing this in the Terms of Reference to speed up the process for new members who may become disinterested with a possible 4 month wait time. Discussion held. All agreed to recommend new members be invited, as guests, to the May Council and take this recommendation to Secretariat. New members can step out while their membership is being reviewed by Council. Action: Terms of Reference revision to shorten process.</p>	
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7.	<p>Roles of CYFS Coordinator and Executive Assistant Discuss in context of possible additional roles</p>	<p>The Coordinator and Executive Assistant written roles were reviewed and discussed. Term of 22 hrs/week needs to be added to the Executive Assistant role. Action: Deb will examine the Coordinator role document and make notes to assist the hiring committee for the advertisement that needs to be distributed given her retirement in June 2015.</p> <p>Action following Deb's review of Coordinator role: Trevor will arrange a meeting with the hiring committee (Trevor, Glen Newby, John Clarke, Sharon O'Neill and Kelly Seymour, New Path).</p>	<p>Action following Deb's review of Coordinator role: Trevor will arrange a meeting with the hiring committee (Trevor, Glen Newby, John Clarke, Sharon O'Neill and Kelly Seymour, New Path).</p>
8.	<p>Terms of Reference</p>	<p>Action: Sharon will distribute the Infrastructure Terms of Reference to Infrastructure Members to review/make recommendations on current work functions in order to produce an updated version at the next May meeting.</p>	<p>Action: Sharon will distribute the Infrastructure Terms of Reference to Infrastructure Members immediately following this meeting for members to review/make recommendations on current work functions in order to produce an updated version at the May meeting.</p>

Next Meeting: Thurs. May 12, 9:30–11:30 a.m., Common Roof (165 Ferris Lane) Resource Rm.