



INFRASTRUCTURE STRATEGY TABLE MEETING

Thursday, May 14, 2015

9:30 – 11:30 a.m.

The Common Roof (165 Ferris Lane, Barrie), Resource Rm.

Minutes

Attended:

Ken Edwards
Trevor McAlmont
Sharon O'Neill
Brian Shelley
Lori Shirley
Deb Woods

Declined:

Melanie Slade Morrison

Item	Purpose (Approval, Discussion, Decision, Action, FYI)	Actions/Motions
1 Welcome		
2 Approval of Minutes from April 9, 2015	Adjustment made	Sharon revise previous Minutes with adjustment and re-publish.
3 Approval of the Agenda	New Member applications and Best Start Network business added to agenda.	
4 Updates <ul style="list-style-type: none"> ➤ Planning Table ➤ Secretariat ➤ LHIN Care Connection updates <ul style="list-style-type: none"> ○ Contact liaison discussion 	<p>Training fund donor based or surplus based.</p> <p>New Member – Infra has power to accept new members with email to Council for Nay. This was approved at Secretariat as process moving forward.</p>	
5 Terms of Reference - discussion	<p>Deb asked Infrastructure to review the current Terms of Reference and determine revisions based on the evolving role with work at this table for the Strategic Plan Process. The Addendum to Member Relations Process should also be reviewed accordingly.</p> <p>Terms of Reference Revisions from Nov 2012 FINAL:</p> <ul style="list-style-type: none"> • Purpose – add demonstrate and report on outcomes for the Coalition • Purpose - strike out (<i>LEAD program</i>) • Purpose – add 'manage' member relations • Function – after 1st bullet add another bullet to read: 	Sharon produce new Terms of Reference draft from revisions listed in minutes.

		<ul style="list-style-type: none"> Define the inputs to demonstrate the outcomes that support strategic objectives. Function – reword 3rd bullet to read <p>Recruitment and recommendations for retaining contracted services.</p> <ul style="list-style-type: none"> Function—5th bullet—Manage member relations (process attached), including review of Coalition member applications and recommendations to Council by email on acceptance of new members Function –7th bullet –Strike out ‘such as LEAD etc.’ Function – 8th bullet – Strike out ‘LEAD’ Members – adjust ideal size to 8-12 Members – strike out ‘to a maximum of two terms.’ Conduct of Meetings – first sentence The agenda...INSERT ‘consultant’ staff and table members. Groups that relate to this table – strike out ‘LEAD’ <p>Sharon to produce new Terms of Reference draft from above noted revisions.</p> <p>Ken stated Mental Health has purchase service contracts that may be of interest to Infrastructure to examine.</p> <p>Deb stated that through the examination of her role for replacement hiring a new statement was added that the Coordinator supervises the Executive Assistant.</p> <p>Secretariat conducts the Performance Reviews for contracted services (Coordinator, Executive Assistant).</p>	<p>Action – Infrastructure members to review the Member Relations Process Addendum and send to Deb/Sharon by end of day Tuesday May 19 in order to take the draft revised Terms of Reference and Member Relations Process Addendum to Secretariat May 21.</p>
6	<p>Strategic Plan: Theme # 4: Demonstrating Outcomes:</p> <ul style="list-style-type: none"> Report Card production for May 28 Council utilizing Planning Table Submission to Infrastructure 	<p>Trevor produced a draft Report Card and displayed on screen. This report card was discussed and was approved by the table with noted revisions:</p> <ol style="list-style-type: none"> Add text to define which working table chart is Actual and Projected. Red line in charts replaced with Green. Map Graphs to numerical Resilience goal. 	<p>Trevor will update revisions and send out the updated draft report card to Infrastructure members for any other comments due eod Tuesday May 19.</p>
7	<p>Business Arising</p> <p>Goal #2: b) Financial Stability</p> <ul style="list-style-type: none"> ➤ Statement of Operations March 31, 2015 <ul style="list-style-type: none"> ○ Professional Development fund and Donation ➤ Membership 2015-16 statement ➤ Member fee update 2014-2015 past due 	<p>Statement of Operations March 31, 2015 - Ken gave an overview and added Prior Year column in the statement. This added column was approved by Infrastructure members. Ken also called attention to the added Revenue for Sponsorship/Donations which would include current TIP/TAY and Professional Development funding. Action: Sharon remove ‘extra printing costs, materials’ from Revenue note on statement.</p> <p>Ken announced the Coalition received a donation contribution to fund Professional Development and the TIP/TAY Program. Brian informed Secretariat suggested surplus revenues could also be allocated to fund Professional Development.</p>	<p>Action: Sharon remove ‘extra printing costs, materials’ from Revenue note on statement.</p> <p>Sharon to look at cheques/epayments to determine SCDSB discrepancy (entered twice)</p>

<p>➤ NEW Member applications</p> <p>Goal #2: c) Coalition Member Staff Development</p> <ul style="list-style-type: none"> • LEAD - partnership with YMCA Leadership program – update • Awards and Recognition Task Group Update • Best Start Newtwork request 	<p>Membership 2015-2016 statement was presented. This statement was produced straight from the Quick Book program. Ken and Sharon entered all fee payments as of April 1, 2015 in Quick Books to produce an accurate statement of received fees. All agreed to date the Memorandum of Association (MOA) to state the date the invoice and MOA were sent out. Action: Sharon to look at cheques/epayments to determine SCDSB discrepancy (entered twice in QB) in Member fee statement and work with Ken</p> <p>Deb presented the Professional Development (PD) Fund Draft. Lori Shirley's additions to this draft were discussed to develop Professional Development Fund Guidelines. Noted revisions:</p> <ol style="list-style-type: none"> 1. Purpose (revise to read): The Coalition will provide support to members to access training and opportunities that benefit our collective work towards achieving our strategic objectives. Funding for this fund would arrive in a surplus financial year and/or through donations. 2. Remove Organizational Investment section. 3. Eligible Training Events and Costs (revise to read): Eligible events will relate to the Coalition strategic objectives. Eligible expenses are limited to registration fees, meals, travel and/or accommodation up to a maximum of \$500. Each application will be reviewed by the Coalition's Infrastructure Table. Member organizations may be asked to cover a portion of training costs. Once approved, the member organization will incur the costs and bill the Coalition. 4. Eligible Participants and Expectations: as part of the application process, the individual will state how they will share the benefits of this learning with the Coalition. 5. Process for applying An individual or organization may apply to the Coalition's Infrastructure Table to access the Professional Development Fund... <p>New Member applications:</p> <p>Child Advocacy Centre online membership application was reviewed. Ken moved to accept, Brian seconded and all approved membership of this organization.</p> <p>Orillia Public Library. Trevor informed that Orillia Public Library is part of the Regional Library Cooperative. Trevor will send Library Cooperative contact information to Deb/Sharon in order to call to make them aware Orillia has made application to the Coalition. Member application pending.</p>	<p>in QB) in Member fee statement and work with Ken</p> <p>Sharon will report which members will receive reminders in June for payment of fees for this year (2015-2016).</p> <p>Sharon note Action: Date the MOA to state the date the invoice and MOA were sent out when producing the next MOA 2016-2017.</p> <p>Sharon – state clearly June notice that fees are overdue. For Georgian and Viamonde.</p> <p>Sharon to look at cheques and epayments to determine SCDSB discrepancy in Member fee statement and work with Ken to correct.</p> <p>Sharon – update PD document with noted revisions and send to Infrastructure for review by eod Tuesday May 19 for presentation to Secretariat.</p> <p>New Member application – Orillia Public Library - Trevor will send Library Cooperative contact</p>
---	---	---

	<p>LEAD - partnership with YMCA Leadership program update. Brian handed out letter addressed to the CYFS Coalition laying the groundwork for the proposed partnership and memorandum of understanding.</p> <p>Brian will present Awards and Recognition program and materials at May Council meeting. Awards presentation will be at September Council. Revised documentation was produced by Melanie Slade Morrison—thanks Melanie!</p> <p>Best Start Network request – Trevor was approached by Lora D’Ambrosio who gave an overview of the Best Start Network and the funding received from the province. Lora would like support for determining system planning of funds and the current process of presenting at the Planning Table may not be the best vehicle. It is proposed that Best Start Network could directly access Secretariat for system change request guidance from the Coalition for funded system planning in the region. A large amount of money is funneled into the region to Best Start Network in order to build capacity in the region. Deb will contact Lora for further clarification to determine how to best support the Best Start Network as a Coalition for funded system planning in the region.</p> <p>Adjournment 11:45am</p>	<p>information to Deb/Sharon in order to call to make them aware Orillia has made application to the Coalition. Brian handed out letter.</p> <p>Brian will present Awards and Recognition program and materials at May Council meeting. Awards presentation will be at September Council.</p> <p>Best Start Network support - Deb will contact Lora for further clarification to determine how to best support the Best Start Network as a Coalition for funded system planning in the region.</p>
--	--	---

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