



INFRASTRUCTURE STRATEGY TABLE MEETING MINUTES – November 13, 2014

Attended	Declined
Ken Edwards Alison LaMantia Trevor McAlmont Sharon O’Neill (recorder) Brian Shelley Melanie Slade Morrison Deb Woods	Marg Gallow

Item	Minutes/Actions/Motions
1. Welcome, introduction of new Executive Assistant, Sharon O’Neill	Trevor welcomed all to the meeting and introduced Sharon O’Neill as the new Executive Assistant to the Coalition. Melanie Slade Morrison was welcomed. Alison is soon leaving on maternity leave and Melanie will replace her. Trevor informed this group that Gail Andrews had to leave her position as Co-Chair and her role in the Coalition due to personal reasons. A Card was passed out and Sharon will post to Gail, whose service on the Coalition will be missed.
2. Approval of Minutes from Oct. 9, 2014	All Approved
3. Approval of the Agenda	Brian Shelley motioned to accept the Agenda – all accepted.
4. Co-Chair and Member Recruitment	<p>With Gail’s vacancy as Co-Chair this table discussed approach to find a replacement. Trevor asked if Kiwanis has a replacement. Deb has been in touch with Lori Shirley of Kiwanis who is not yet sure if Kiwanis will be able to replace Gail. Since Infrastructure is limited in numbers we may need to find a Co-Chair from outside this group.</p> <p>In general, Infrastructure has looked to recruit people with Data, HR, Communications, and Finance expertise. Some members have capacity for resource support but smaller ones may be limited. Alison added that skills in Communication, Finance, Research, and Evaluation would benefit this table. We are missing involvement right now from CAS, Health Unit, CTN, CCAC and Simcoe Community Services (all larger organizations with significant capacity who have previously served on this group).</p>
5. Updates	<p>Deb advised all to refer to the Planning, Secretariat and Coalition links on the website for updates. Planning Table is bringing Dual Diagnosis motion for support to Coalition Council. Partners are Mackenzie Health, CTN, and Catulpa. Trevor stated they are still part of the community and could fit in</p> <p>LHIN Care Connections: LHIN tables were asked to put together a wish list for potential year end funding. Their</p>



	<ul style="list-style-type: none"> ➤ Coalition Council: Coalition Council Link ➤ LHIN Care Connections 	<p>Leadership Council will discuss final decision with their Board.</p>
<p>6.</p>	<p>Strategic Plan: Infrastructure Table to tackle Theme # 4: Demonstrating Outcomes: Best practice, evidence-based knowledge and practice (evaluation) for continuous improvements; report on Developmental Assets Workshop Oct. 28</p>	<p>The challenge is how to align information from Planning to Infrastructure to demonstrate outcomes. Discussed to defer review of both Tables' Terms of Reference until we've been through outcome and indicator development, using Results Based Accountability (RBA) as the measurement framework. Members of an ad hoc strategic plan consulting group are going to each working group and network asking them to decide on a priority project and hook it to one of the four Resilience themes. Example: Basic Needs is looking at the Canada Learning Bond, linked to Support Assets and Protective Factors. Then after the Dec 16 RBA training, the group will define the issue using the RBA Turn the Curve activity with a trending graph and timeline for the project. This includes identifying outcomes and indicators, partners, needed data etc in a report that will go to Planning Table. Each group will determine key performance measures to show in 6-12 months that we have turned the curve and report to Planning and Infrastructure.</p> <p>Trevor stated there is a need for a map of how the working groups fit into the whole picture of services delivered by various Coalition groups. This is different from the Strategic Plan or from the structure chart. Sharon and Deb are working with Nadia Martins of Planning to investigate Prezi.com as a tool. Planning will also need a way to identify gaps and overlaps in the Strat Plan as the Turning the Curve exercises are completed.</p> <p>Next steps for RBA – after working groups determine their top priority initiative and how it aligns to Resilience, it will be Planning's goal to map indicators to the outcomes. Planning and Infrastructure to work closely on this. Trevor stated after the Dec. 16 RBA session, Turn the Curve exercises should begin within each working group throughout January. Trevor will have a template for the Co-Chairs at the Dec. 16 meeting. The invite will include action for Co-Chairs to bring a single identified project or choose a project they can work on during this session if they don't have one identified.</p> <p>Proposed Timelines for discussion: Dec 16—co chairs learn how to Turn the Curve with their group's # 1 priority January and February meetings—working groups and networks do Turn the Curve which creates outcomes and indicators January and February Planning Table meetings—PT receives Turn the Curve results containing the story behind the initiative, partners, data needed, confirms outcomes and indicators, ensures spread among the 4 Resilience themes, gets monitoring periods from groups (report every 6 or 12 months). Jan 22 – report to Council on initial priority initiatives and initial graphs of baselines, draft dashboard to pull it all together.</p>



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		<p>March 26 – Fuller report for Council with all working groups and networks Curves included (fit in nicely with the fiscal year of the Coalition) and align Coalition meetings (May, Sept, Dec) as part of the on-going work plan. A Dashboard report will summarize the work. Action: Deb to put these timelines into a work plan for Planning and Infrastructure.</p> <p>Infrastructure and Planning need to work together closely to determine at what point groups begin to report to Infrastructure on measures of their success.</p> <p>Brian pointed out that some Curves to Turn, like graduation rates, will not see the results anytime soon. Turn the Curve may not be big win in terms of ultimate outcomes but may have to focus instead on outputs. The real 'Win' is the coordinated effort. Every table is focused on Resiliency. Timelines are open-ended within 2014-17 and may be revisited based on feedback.</p> <p>Actions</p> <ol style="list-style-type: none"> 1. Infrastructure will revisit this item and add as a Standing item in the Agenda. 2. Deb and Sharon will send invite out for the Dec. 16 RBA Co-Chair meeting and invite interested parties of Infrastructure and Planning. 3. Sharon to check if current Room at the Common Roof Orillia will accommodate more people. 4. Deb will add a work plan to the update to Council Dec 4. <p>Developmental Asset workshop held Oct 28 sponsored by the YMCA Developmental Assets can be used as a measurement of Resilience. If every table turned the curve assets should show as increasing. If we don't see assets increasing then groups are not prioritizing the right focus. Brain stated assets can link to addiction and graduation rates. Research shows if there are more developmental assets, youth are less likely to have challenged behavior and will be in a position to graduate. Rob Armstrong is in positive conversations with Kathi Wallace to support the survey distribution to one elementary and one secondary school. Brian stated Rob and Kathi are figuring out the cost. The YMCA is looking at sourcing the funding. If the whole community benefits this could be shared costs. Nadia Martins indicates that the French Catholic Board is also interested in participating.</p>
7.	<p>Business Arising</p> <p>Goal #2: b) Financial Stability</p> <ul style="list-style-type: none"> • Statement of Operations end of 2014 	<p>Ken gave the financial report – Statement of Operations to the end of 2014. Items of note:</p> <ul style="list-style-type: none"> - 7K of membership fees relating to this year were collected last year. Ended with 7-8K unspent funds to cover costs this year. - Salary/Payroll is on target. The Coalition is running slightly lower costs in meeting operations overall. - Website Training costs are being quoted. <p>Alison asked about the AODA guidelines and stated the Coalition has to be AODA compliant with deadline of 2021. Ken stated the Coalition will probably run small deficit for 2014-15. LEAD program was cancelled and netted approximately \$2500.00 in previous years.</p>



	<ul style="list-style-type: none"> Member fee update <p>Goal #2: c) Coalition Member Staff Development</p> <ul style="list-style-type: none"> LEAD Update <ul style="list-style-type: none"> Awards and Recognition Task Group Update <p>Goal #2: d) Identify Efficiencies</p> <ul style="list-style-type: none"> Website Update Ideas 	<p>Action: Ken stated we need to have projections for 2015-16 ready and will work with Sharon. Ken stated projected membership fees will drive revenue. Next year need to budget for 5 Council meetings, not 4.</p> <p>Motion: Accept Oct 31, 2014 statement of operations to present to Council Dec 4 Brian moved. Alison seconded. All in favour – so moved and approved.</p> <p>MEMBER Fee Action: Sharon to address variance and reconcile with Ken’s report which takes its data straight from the Coalition Quickbooks but omits HST. Ken and Sharon to work together. An updated Member fee list is required for Secretariat Meeting Nov. 20.</p> <p>Ken stated RVH has not contributed as a member and asked whether they should be actively brought back to the Coalition (a Secretariat member has contacted new RVH rep to ensure fees are paid). Discussion ensued why hospitals dropped off Coalition membership. Secretariat needs to develop a comprehensive process to contact members in arrears if a reorganization or financial difficulty takes place with a member organization.</p> <p>LEAD Update: Trevor met with Deb and Anne Marie McAllister of Georgian College. Deb and Sharon are devising a draft survey to be quickly executed to launch the week of Nov. 17 to determine why LEAD failed. This survey will run within 2 weeks with the hope to update Council Dec. 4. A more robust flyer/postcard may help drive renewal of the LEAD program. Georgian is doing the draft to bring to this table. Trevor informed that Collective Impact is a hot topic. The United Way, Health Unit and County are part of a Collective Impact Task Group.</p> <p>Awards and Recognition. Brian was waiting for a volunteer from Planning. Stefanie Smith from Mackenzie Health has volunteered. Secretariat suggested Marg Gallow who also agreed and has a long track record with the Coalition. Action: Deb will send Brian contact information and Alison will forward documents to develop a ‘fillable’ end design for application. Brian to convene the group to develop nomination process.</p> <p>Coalition Website: Deb stated Sharon needs to get up and running for platform web edits and just received a quote from Thrillworks for training which was priced quite high. Action: Ken to link Sharon with Catulpa for half day training. Ken advised with AODA we need to re-think wording and navigation. Ken will send AODA document to Deb. A website strategy is needed and youth engagement if we decide that a primary target group is youth. Action: Website strategy will now be a Standing item in the Agenda.</p>
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Meeting: Thursday December 11, 9:30 – 11:30 a.m., Common Roof (165 Ferris Lane, Barrie)