



INFRASTRUCTURE STRATEGY TABLE MEETING

Thursday, September 10, 2015
 9:30 – 11:30 a.m.
 The Common Roof (165 Ferris Lane, Barrie), Resource Rm.
Minutes

Attended:
 Sandra Cole
 Sharon O'Neill (Recorder)
 Ken Edwards
 Brian Shelley (Co-Chair)
 Lori Shirley
 Melanie Slade-Morrison

Regrets:
 Anna Drexler
 Trevor McAlmont (Co-Chair)

	Item	Presented By	Minutes	Action
1.	Welcome	Co-Chairs	Brian welcomed all to this meeting and will be the Chair the meeting due to Trevor's absence. Sandra was introduced to Infrastructure members. Sharon informed that Gurjinder Jammu is no longer employed with the Simcoe Muskoka Child Youth Family Services and therefore no longer part of Infrastructure. Anna Drexler is currently on vacation and unable to attend. Quorum is adjusted to 3 people.	
2.	Approval of Minutes from June 11, 2015	Co-Chairs	Approved	
3.	Approval of the Agenda	Co-Chairs	Approved	
4.	Updates <ul style="list-style-type: none"> ➤ Planning Table ➤ Secretariat 	Sandra	<p>Planning Table – Sandra attended Planning September 8, 2015 and gave the update. Copies of the Planning Table Working Group Report was handed out. Sandra announced there are only 3 outstanding Turn the Curve Reports. Next steps for Planning Table are to communicate Fall RBA (Results Based Accountability) training when location finalized. Planning will review all current Turn The Curve Reports to do a Gap analysis at the October meeting to coincide with planned RBA training. Planning Table is going to develop a new work plan using RBA and will start in October. Sandra informed she had two Social Work students apply for a placement; discussion was held with John and Glen as well as at Planning Table and decision made to decline placement for the 2015/16 based on time constraints to act as field instructor within the confines of 21 working hours per week. Sandra believes after working in her role for a year, she could make an informed decision based on any projects to determine if having a student would be valuable or feasible.</p> <p>Secretariat Retreat – Sandra updated on the summer Secretariat Retreat which included focused discussion on the current Coalition structure and future considerations of structure based on a changing environment of significant initiatives. This discussion will continue at the September Secretariat Meeting. Best Start Network made a presentation</p>	<p>Brian moved that Infrastructure recommend not moving forward with a Social Work student placement for 2015/16 and assess Sandra's time commitment this year. Ken seconded. All approved to take to Secretariat.</p> <p>Action (Sandra) Infrastructure discussion of Secretariat Pilot will be taken to September 17 Secretariat.</p>

			<p>at the Retreat with a request for consideration in how Best Start may be able to interact and integrate its work into the Coalition structure for maximum benefit to all. Based on discussion, a decision was made to invite chairs of key networks (BSN,TAYSoS) to attend Secretariat as a pilot with the following goals:</p> <ol style="list-style-type: none"> 1 maximize face time opportunity. 2 reduce duplication – streamline those who sit on the table. 3 focus on integration (integrated working task group on hold) <p>Discussion at Infrastructure included whether this is best suited as a Planning Table function and also what consideration was given to requests that may come from other tables to also sit at Secretariat. Feedback to be taken back to Secretariat.</p>	
5.	Fall Refresher Results Based Accountability Training	Brian	<p>Brian stated there will be a Results Based Accountability enhanced training. Trevor McAlmont recommended the session be held Nov. 18 1 – 4:30pm with an alternate date of Nov 25. Sharon is currently finding space to hold maximum of 30 people.</p>	
6.	Terms of Reference – review Member relations addendum in May 2015 draft	Group	<p>The draft Terms of Reference were reviewed and edits completed from June 2015 Infrastructure meeting. Melanie Slade Morrison motioned to accept the May 2015 draft Terms of Reference and take to Council. Lori Bixler seconded. All approved. Motion carried.</p>	<p>Action (Sharon) include Infrastructure Terms Of Reference May 2015 Draft as item to Secretariat for Council approval.</p>
7.	PD Fund application from New Path for review	Group	<p>The application was reviewed according to the Professional Development Guidelines. Although this application fits within some of the guidelines for Professional Development (PD) for the Coalition, it is recommended this application be declined based upon the following reasons:</p> <ol style="list-style-type: none"> 1. There is at present, a Committee working on behalf of the Coalition to select a common tool to measure resiliency. 2. The request for funding came after return from the event and the spirit of this fund is to support planned integrated development opportunities. <p>Melanie Slade Morrison made motion to deny the New Path June 30, 2015 Professional Development Application. Lori Bixler seconded. All approved. Motion made to take to Secretariat</p> <p>This group reviewed the application form and recommended the following additions: Add: Recommendation to receive the PD application 6 weeks prior to the event. Add: A line item to request fund amount (max \$500). Action – form and guidelines to be published on the members website section.</p>	<p>Action: recommendation to decline New Path Professional Development application June 30, 2015 to Secretariat.</p> <p>Action (Sharon) Add: Recommendation to receive the PD application 6 weeks prior to the event. Add: A line item to request fund amount (max \$500). Action – form and guidelines to be published on the members website section.</p>
8.	<p>New Member:</p> <ul style="list-style-type: none"> ➤ follow up (May) – Orillia Public Library online vote results ➤ June 2015 – New member online request Women and Children’s Shelter of Barrie 	<p>Sharon</p> <p>Group</p>	<p>Sharon reported the Survey Monkey eVote result which showed 24 members accepted the Orillia Public Library as a Coalition member. 1 vote against. Council will be informed. Brian recommending John as Chair to mentor Orillia Public Library Sarah Csekey, Director of Chirdren’s and Youth services. Sharon stated that ACSC, CAC and Deaf Access did not yet have a mentor assigned. Brian recommended John as Chair to mentor these organization contacts.</p> <p>New Member online request (Women and Children’s Shelter of Barrie June 2015). Sharon</p>	<p>Recommend John as Chair to mentor Orillia Public Library, Deaf Access, Child Advocacy Centre and Aids Committee of Simcoe County.</p> <p>Sharon will send out MOA welcome package to Orillia</p>

			updated that this Application was recently requested to be placed on hold due to Trillium funding application. All agreed this organization provides significant support in our community Sandra Cole will send a response of support to Samantha Short Women and Children's Shelter.	Public Library. Action: (Sharon note) New member Orillia Public Library for Council September 24, 2015. Action (Sandra) send response to Women and Children's Shelter who have placed their application on hold.
9.	Strategic Plan: Theme # 4: Demonstrating Outcomes: <ul style="list-style-type: none"> Report Card update for Council 	Co-Chairs	Brian stated Infrastructure needs to work on an updated Report Card. Brian recommends time be allocated at the October meeting to work on the Report Card for presentation at November Council.	Action (Sharon) – 30 minutes to develop updated Report Card at October meeting to produce a Report Card for November Council.
10	Business Arising Goal #2: b) Financial Stability <ul style="list-style-type: none"> ➤ Statement of Operations August 2015 ➤ Membership 2015-16 statement update ➤ Member fee update 2014-2015 past due update Goal #2: c) Coalition Member Staff Development <ul style="list-style-type: none"> • MOU YMCA/Lakehead Leadership Program • Awards and Recognition Task Group Update 	Ken Sharon Sharon Brian Brian	Ken presented the August 2015 Statement of Operations and reported payroll was down this year to date with new staff transition and reduced costs this summer. There is an operating expense of 10K unspent vs. prior year due to data consortium fee (invoice not yet arrived) and reduced payroll costs. All approved this statement to Secretariat. Membership 2015-2016 statement of received fees as of August 2015 was attached. Twelve organizations have not yet paid and per MOA, Sharon will send out reminder in September. Past Due membership update: Sharon reported there are no longer past due fees from the prior year 2014-2015. MOU YMCA/Lakehead Leadership Program: Brian updated that the MOU is still to be signed by the Chair and Brian will follow up with John. The Leadership Program is a three day program offered in November 2015 and then in March 2016. Sharon will refer inquiries to the landing page link for any membership inquiries of leadership training http://ymcaofsimcoemuskoka.ca/not-for-profit-leadership-institute/ . Brian announced the paperwork will be going out at the end of September. Price approx. 700 for all accommodation/meals at Geneva Park. Awards and Recognition: Brian informed that the committee met during the Summer. Letters were produced for award winners. Sharon will deliver the Awards letters to both recipients. Brian will arrange plaques to present at Council Brian will do photo presentation at Council and alert the Media at Council. Ken asked the group to discuss preparing an annual report for the Coalition. Notes to include in annual report: Quarter page financial of how the Coalition is doing, Letter from Chair, Coalition Accomplishment Stories,	August Statement of Operations to Secretariat for Council. Action (Ken/Sharon) – will update the last 3 yrs statement of fees for October Infrastructure. Sharon will send membership fee reminder in September. Brian will follow up with John for signed Leadership program MOU. Sharon will hand deliver Award letters to recipients. Brian will notify the <i>award</i> recipient and/or Manager. Brian will arrange plaques to present to award recipients at Council; do a photo presentation and alert the Media of this presentation. Brian will carry annual report and key note production ideas to Secretariat.

			Award Winner article. Send out in February to include in annual MOA. Brian Action to Secretariat – membership update to be sent out with MOU's in February. Adjourned 11:27am	
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Next Meeting: Thurs. October 8, 9:30–11:30 a.m., Common Roof (165 Ferris Lane) Board Room