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PLANNING STRATEGY TABLE MEETING

# January 8, 2013, 1:30-4 p.m.

**The Common Roof (165 Ferris Lane, Barrie)**

# MINUTES

**Present:**

|  |  |  |
| --- | --- | --- |
| Bebb, Heather | Harris, Jim | Thurston, Sandy |
| Blue, Danette | LeBlanc, Terry | Watson, Mary Jean (Co-Chair) |
| Clarke, John (Co-Chair) | Martins, Nadia | Woods, Deb |
| Cole, Sandra | McKeeman, Liz | Veenstra, Kristina (recorder) |
| D’Ambrosio, Lora |  |  |

**Regrets:**

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| --- | --- | --- |
| Byrch, Ligaya | Cascagnette, Fiona | Riggin-Springstead, Mary |
| Carney, Pat Dr. | Forrest, Gisele | Villella, Melissa |
|  | Jackson, Brenda | Walther, Barnabas |

**Guest:** Natasha Manzone, BSW Student

**Thanks to The Common Roof for hosting today’s meeting.**

1. **Welcome to 2013**

Roundtable introductions were done. Welcome to Natasha Manzone who is our BSW Laurentian Student that will be joining the Coalition over the next 6 months and will be participating in various meetings and planning day plans. Also welcome to Terry LeBlanc, CAS.

All clarified that if there are any items that groups wish to bring to the table monthly to let Kristina know and she will identify item to Co-chairs to add to the agenda.

Happy to announce that we will be taking Sandra Cole’s name forward to Secretariat for Co-Chair starting in June replacing John.

1. **Approval of Minutes December 11, 2012**

Minutes approved as circulated with clarification in Crisis Steering Committee and Service System Transformation.

1. **Approval of Agenda**

Agenda approved as circulated.

1. **Table Updates**

* **LHIN Care Connections:** Deb provided the Care Connections update please see the attached minutes. CMHA - A lot of movement towards the new walk-in counselling service piloted in Midland and Collingwood; one time funds have been allocated this is a multi-partnered approach. **ACTION: Kristina to bring the Mental Health “road map” for members next month. Deb to follow up regarding the definition of “children” in terms of age range.**

1. **LGBT Discussion**

The motion approved here in November did not have time at Council to be heard. Therefore, Ligaya Byrch will be attending our next Council on January 24 to provide the presentation and motion for approval during this meeting. **ACTION: Ligaya to present January 24 to Council.**

1. **Strategic Plan**

**Planning Day 2013 Task Group and Council Ask Update:** At Council in November the strategic plan update was done for this current plan so it is time to start planning for our next strategic planning day possibly November 2013. A task group was identified and a meeting is being planned.. A copy of the terms of reference for this small task group was distributed for information. , Attendees for this day could include anyone from our Council, tables and task groups. Need to also look at our accomplishments and successes over the past plan and how we build on these with outcomes, indicators and measurements as our underlying focus. **ACTION: Kristina to continue to pull this small group together. Please forward names of Strategic Planning Facilitators you may know to Deb as soon as possible. There is a need for extra funds to support this day we will require approximately $5,000-8,000; if your organization can help please let the Co-chairs know – this to also be requested at Council this month. John and Mary Jean to bring a request to Secretariat next week asking for Coalition Chair/Vice Chair/Past Chair representation on this task group if possible.**

1. **Business Arising**

* **Evaluation of Periodic Reports Matrix:** A copy of the updated matrix was distributed for information and copy of the periodic report for discussion. This matrix includes all the presentations made to this table to date; Deb walked through the goals and numbers. The group discussed how they feel this reporting is going and how to proceed into the New Year. There is a lot of written information not reflected in the matrix. A copy of the 2013 rotating schedule for presentations was distributed for information and review. **ACTION: Deb to add Best Start to this matrix. Feedback:** 
  + **orientation to the scorecard and the Coalition needs to be done for new members to the tables, programs and task groups;**
  + **there is a value to have time for discussion at the end of the presentations instead of just the numbers (Kristina to book 10 minutes after each presentation for discussion);**
  + **need to capture the written comments within the matrix;**
  + **this matrix does show if we are aligning and the effect by which we are; we need to clarify definitions i.e. what is an evaluation plan, systems;**
  + **discuss the table’s feedback should proceed during presentations i.e. clarify how to evaluation, expectations, purpose and pose questions to presenters;**
  + **need to introduce the Coalition to the task groups before they present that we are not a governing body, to judge but to help guide, check in and collaborate;**
  + **summary of this matrix, trends and reporting to go to Council;**
  + **need to determine approximately 5 of our goals (non negotiables) that groups coming for endorsement need to meet. Need to continue this discussion next month.**
* **How to engage health sector partners:** this is a follow up to the discussion we had last month on how to engage health sector partners within the Coalition whether this means us going to their meetings or in other ways. No response received as yet from Dr. Sue Surry (via Mary Jean). **ACTION: Deb to follow up with Eric Sutton and Ligaya Byrch to have a focused conversation on how to engage this sector. Mary Jean to follow up with Dr. Sue Surry.**

1. **Task Group Reports**

* **Autism Spectrum Disorder (ASD) – John Clarke**

John provided copies of the save the date for the ASD Planning Day taking place in February what day please 2013 to discuss their next steps. Tania Stevenson, Tamara Lavander and Janice Bell are Co-Chairs of this group and should be contacted to take part. Susan Taylor Simpson from ProAct Ideas will be the facilitator for this day. **ACTION: Kristina to add this to the events calendar on the Coalition website and in the interim to send out electronically via e-mail.**

**NEXT MEETING: Tuesday, February 12, 2013, 1:30-4 pm, Common Roof, 165 Ferris Lane, Barrie**