



SECRETARIAT MEETING
Thursday, Apr. 22, 2015 – 11:30 – 1:30 p.m.
The Common Roof, 165 Ferris Lane, Barrie – Board Room
MINUTES

Attended:

John Clarke
 Nadia Martins
 Elizabeth McKeeman
 Glen Newby
 Sharon O’Neill
 Brian Shelley
 Deb Woods

Declined:

Susan Carmichael
 Fiona Cascagnette
 Trevor McAlmont

Item	Presented By	Minutes	Motion/Action
1. Welcome	Chair/All	Susan, Trevor and Fiona sent regrets. Brian stated either Fiona or he would attend these meetings.	5 min
2. Approval of Minutes from March 19, 2015	Chair	Approved	2 min
3. Approval of the Agenda	Chair	Approved. Sharon stated Terms of Reference was not added to this agenda and suggested they be reviewed for the May meeting. Sharon will distribute the Terms of Reference for Secretariat members to review based on its current work and role. This item will be discussed at the May Meeting.	Sharon will distribute the Terms of Reference for Secretariat members to review based on its current work and role. This item will be discussed at the May Meeting.
4. Vice-Chair & Member list	Chair	Sharon presented the newly formatted current Member List. All approved Sharon to send out every quarter. This is an in-house list only and not for distribution to the wider audience. Discussion took place for Vice-Chair recruitment. John had not received any inquiries to date. The member list is a good resource to approach possible members. Glen and John will discuss together and have a conversation with Brenda Jackson. Other possibilities were mentioned. Secretariat members are asked to email Glen and John if they think of suitable candidates.	Sharon to send out Member List update every quarter. Glen and John will discuss further and approach Brenda Jackson and/or others.

<p>5. Coordinator Vacancy</p>	<p>Chair</p>	<p>Glen stated there will be a hiring committee meeting Monday Apr 27 3pm in Board Room to look at the coordinator role and distribute the job posting out to member agencies. Deb suggested independent consultants and/or seconding someone from the Coalition with member organizations. Deb and Sharon were also asked to attend the hiring committee meeting. Deb has a transition Draft and will bring Monday.</p>	<p>Coordinator Hiring committee meeting Monday Apr 27 (Glen, John, Trevor, Deb, Sharon). Deb will bring transition draft to this meeting.</p>
<p>6. Resiliency April 29 workshop - sponsorship</p>	<p>John</p>	<p>John gave background of Coalition Professional Development (PD) process. Louis Paul supported in practice but wants a process which Council also agreed to. Deb took this item to Infrastructure where members agreed that we need to develop a process. Deb presented a draft to the group for discussion. Brian shared that in some years the Coalition has a small surplus of operation funds and proposed PD funding should take place only in surplus years unless the Coalition supports cutting into asset funds.</p> <p>Discussion took place surrounding this process with some options summarized by Glen:</p> <ol style="list-style-type: none"> 1. PD resources would be allocated at a predictable level when in a surplus year. 2. Member organizations are asked to help this fund if they have a surplus which has taken place in the past. 3. Build a PD Budget into annual membership fees 4. Donor contributions – Glen proposed Jan/Feb can ask/remind members for donor contributions. <p>Elizabeth and Nadia agreed that fund resources need to be tied to the Strategic Plan for direct benefit. Nadia stated it would be interesting to see what Lora D’Ambrosio uses as a guideline for Best Start.</p> <p>Brian suggested</p> <ul style="list-style-type: none"> • creation of a line in the budget allocation in expenditures or coming from the 105K being held in the foundation • creating a general ledge line item • joining PD with the Communication line item to resource the budget • Source through Donations • Increase membership fees 	<p>Action: Brian will take the professional development (PD) draft process and fund guideline to May Infrastructure and report back to Secretariat.</p> <p>Brian will take action with Ken Edwards at Infrastructure to discuss the best way to introduce a PD line into the budget.</p>

		<p>Brian will take action at Infrastructure with Ken Edwards to discuss the best way to introduce a PD line into the budget. Glen added we can predict in the Fall from Ken's Statement of Operations if a surplus is evident during that fiscal year and allocate this amount to a PD Line item. Down the road, Council could discuss possible membership fee allocation for PD.</p> <p>Action: Brian will take the PD draft process and fund guideline to Infrastructure and report to Secretariat.</p> <p>Secretariat taking the responsibility of action to promote change will then take action to develop endorsement with guidance from Infrastructure for a Professional Development Process.</p> <p>John reported that his Manager has approved John attend the Resilience conference in Halifax which will support goals of the Coalition Strategic Plan. John will share his learned knowledge to enhance the coalition progress to strategic goals.</p>	
<p>7. PD Process</p>	<p>Group</p>	<p>Covered in item #6 above</p>	
<p>8. Advocacy</p> <ul style="list-style-type: none"> ➤ Board to Board Forum May 8 – confirmations of speakers 	<p>Glen</p>	<p>Glen updated this group on next steps towards the May 8 Board to Board Forum and proposed agenda topics of three major Initiatives in Simcoe County :</p> <ol style="list-style-type: none"> 1. Special Needs Strategy 2. Moving on Mental Health 3. Child Welfare Amalgamation <p>The YMCA and Ian Veitch had proposed Imagine Canada. This was not identified as a Board to Board topic but does focus on charities/non-profit agencies. Sharon to order equipment, room set up (U shape) and produce name plates for participants.</p>	<p>Sharon will make up name plates for Board to Board Forum participants, order AV presentation equipment and arrange for U shape room configuration.</p>

		<p>have no cost associated with this partnership. All stated this was very generous and fantastic news!</p> <p>Deb will contact Linda Trott at Georgian and thank her for their collaboration on previous Coalition LEAD program.</p> <p>Planning Nadia updated Tracking sheet status on Turn the Curve (TTC) process of working group reports. The Autism Spectrum Disorder (ASD) asked for RBA Training and support. CANS is meeting in Apr. CTN is determining their report at their next meeting. The Planning table reviewed 2 submitted reports from the Basic Needs Task Group and Dual Diagnosis (BNTG and DD) and identified the Headline Measure and rated each of the 2 reports using the RBA Performance Measure Identification Form. This information will be cascaded to Infrastructure for development of the Report Card The role of planning is not to critique but have fresh lenses to map the submissions and report on Resiliency measures towards the goals of the Strategic Plan. Planning will make some recommendations or have questions for clarity. Elizabeth added that moving forward Planning members agreed to have a working group representative in attendance at the meetings. Planning Table's goal moving forward will be the review of least 2 working group reports at each meeting.</p> <p>Having a meeting during the Summer for report reviews and process strategic plan work will be discussed at Planning Table. Deb suggested a task group could be formed during the summer to accomplish this.</p> <p>Elizabeth proposed offering TTC training for new members and build on professional development. John stated the County of Simcoe has a proposal to look at developing community trainers. Trevor McAlmont would have more knowledge of this proposal. John stated he would be interested.</p> <p>Elizabeth announced that Jacquie Ferguson, Kerry's Place volunteered to be the new Co-Chair for Planning Table.</p>	<p>(Sharon) June Planning Table discuss sub-group panel for Summer Review Turn the Curve Reports.</p>
--	--	---	---

<p>10. Secretariat Role in Strategic Plan</p> <ul style="list-style-type: none"> ➤ Theme #3: Enabling Action to Promote Change: Strategic priority projects that are identified, successfully implemented and sustained <ul style="list-style-type: none"> ○ Process Chart 	<p>Glen</p>	<p>Now that we have a clearer idea of the impact of the new Strategic Plan on Coalition Tables, the Terms of Reference will be reviewed in May for all tables. If there are shifts in the Terms of Reference, the process of work towards the Strategic Plan could affect the current Process Chart and changes may need to be made to this chart. Terms of Reference should be brought to Council in September for approval.</p>	<p>(Sharon) September Council agenda – Terms of Reference from Tables.</p>
<p>11. Distribution of Member generated News/Events/Job Vacancies for Distribution</p>	<p>Group</p>	<p>Discussion took place to determine standards for distribution requests. The Coalition Mission/Vision when sending news/events/jobs is a useful guide. Distribution of information aligns with integrated systems and an update at Council in May should be communicated to members. There needs to be a process. All agreed Sharon will continue to closely examine each distribution request, send out twice/month and continue to monitor.</p>	<p>(Sharon) May – Secretariat define process and update Council in May for distribution requests.</p>
<p>12. Approval Coalition Council Agenda final for May 28</p> <p>Discuss format/speakers</p> <ul style="list-style-type: none"> ➤ Jennifer Jackson, Commit to Kids (20) ➤ Chief K. Greenwood 'Collaborate Barrie' (30 minutes) ➤ Tracey Keighley-Clarke, Psychiatric Beds RVH (15 minutes) 	<p>Chair Elizabeth</p>	<p>Discussion surrounded Draft Agenda in preparation for the May Council meeting.</p> <p>Items:</p> <ol style="list-style-type: none"> 1. Co-Chair announcements for Infrastructure and Planning. 2. Brian requested 15 minutes to present the Awards and Recognition Program. 3. Deb will touch base with Jennifer Jackson, Child Advocacy Centre, to see if she is interested in attending, along with her new program supervisor to present 'Commit to Kids' program which helps organizations prepare to prevent and protect children. All agreed, this could be a 1 hour hot topic but will have to be deferred to September Council. 4. All agreed to Barrie Police Services presentation 'Collaborate Barrie' requested by Chief Greenwood and allow 30 minutes. 5. All agreed that 15 minutes will be given for the RVH Psychiatric Bed update requested by Tracey Keighley-Clark. 6. Communicating and welcoming New Members – discussion at Council in May to adjust Terms of Reference for Infrastructure to recommend new members and speed up the process for approval and 	<p>Chairs – send out New Member communication to Council with a one week turnaround time for reply in agreement to welcome new members at the next Council meeting and discuss altering the Terms of Reference.</p>

		<p>welcome.</p> <p>New Member requests were approved and recommended at Infrastructure (Aids Society of Simcoe County and Deaf Access). Discussion surrounded the current practice. New Members could wait up to 3 months to have approval at Council and may lose interest. All agreed that Infrastructure or Secretariat could be the level of approval. All approved the Chair/Vice Chair will Communicate/email the new member information out to the Council with a one week turn around for any responses from members who disapprove welcoming new member organizations. The Terms of Reference will need to be updated to reflect this new practice. Infrastructure will be recommending for discussion at Council.</p>	
--	--	---	--

Next Meeting: May 21, 2015- 11:30 – 1:30 p.m., Simcoe Muskoka Child Youth Family Services – *formerly Children’s Aid Society* – Barrie – Meeting Rm #3