



SECRETARIAT MEETING Minutes
Thursday, Feb. 19, 2015 – 11:30 – 1:30 p.m.
The Common Roof, 165 Ferris Lane, Barrie – Resource Rm.

Attended	Declined
John Clarke Glen Newby Trevor McAlmont Nadia Martins Sharon O'Neill (recorder) James Thomson (for Fiona Cascagnette) Deb Woods	Fiona Cascagnette Elizabeth McKeeman Susan Carmichael

Item	Minutes	Motions/Actions
1. Welcome	Welcome to James Thomson, New Path, who will be updating Developmental Asset progress in place of Fiona Cascagnette.	
2. Approval of Minutes from Jan. 15, 2015	All Approved.	
3. Approval of the Agenda	Add Statement of Operations Jan. 31 2015 to Infrastructure update. Item 6 moved to start of meeting to accommodate James Thomson's schedule.	
4. Advocacy ➤ Board to Board Forum Update	Glen updated that the New Path and YMCA Board Chair have received feedback from the December Forum indicating support for another breakfast meeting to be held the first week of May 2015 and inclusion of all member Board Chairs. Action: Deb and Sharon to produce invite for May Board to Board Forum. Sharon to provide administrative support.	Action – A more comprehensive Board to Board forum be held the first week of May 2015 and include an invite to all member Board Chairs. Action: Deb and Sharon to produce invite for May Board to Board Forum. Sharon to provide administrative support.

<p>5. Strategy Table Updates</p> <ul style="list-style-type: none"> ➤ Infrastructure <ul style="list-style-type: none"> • Awards & Recognition • Member Fee invoicing for 2015-16 • Member Fee 2014 Follow up outstanding (Viamonde & Georgian College) ➤ Planning <ul style="list-style-type: none"> • <u>Strategic Plan update to Council</u> - CYFS Planning Track Sheet - Turn The Curve Report - Group Presentation to Planning PROCESS - CANS Implementation progress 	<p>Infrastructure:</p> <p>Awards and Recognition: Trevor reported the group (Brian Shelly, Chair, Marg Gallow and Stefanie Smith) has not yet met and this program could be risk to meeting deadline for May Council. Marg was taking action at the last Infrastructure to contact Brian Shelley when he returns to the office.</p> <p>Member fee packages including the MOA in English and French are underway. Deb has finalized the You Made it Happen piece. Sharon is just waiting for some French translation docs to arrive and mail out will begin to all members. Discussion held about the 2 members who are still outstanding for the 2014 fee. It was agreed Sharon will hold back mailing the 2015-2016 Annual package to these 2 outstanding fee members.</p> <p>Statement of Operations as at Jan 31 2015 was reported on track. It was noted to remove 'Broadsheets' in the communication expenses since this will not be taking place this year.</p> <p>Planning:</p> <p>Nadia updated Planning Table activities and presented the process slide deck which outlines the guidelines in place for presentations at the Planning Table. All presenters will be asked to clearly state their group's relationship to goals in the Strategic Plan (SP) and/or specify the support they need from Council by writing out a proposed motion. Planning Table has adopted a Track Sheet for use in reporting the working groups' Results Based Accountability Turn the Curve exercise progress. This track sheet will be sent to Infrastructure for their dashboard development and ultimate report to Council. Depending on the tracking timelines for each project, Infrastructure hopes to report to Council every 6 months. The Turn the Curve Report template was circulated to the Chairs/Co-chairs for their working group reports. The Basic Needs Task Group Turn the Curve report was also sent as an example to help others. An initial report is planned for March 2015 Council meeting.</p> <p>Nadia updated on the CANS tool implementation progress. Sandy Thurston gave an update report at the Feb Planning Table. Full tool implementation is set for September 2015. Action: Deb will inform Sandy Thurston that Council should have a brief email to report on progress.</p> <p>Nadia spoke about the Commit to Kids program presented at Feb Planning Table giving an overview of its value. All agreed this program</p>	<p>Action: Sharon to remove 'Broadsheets' from the Statement of Operations as a planned activity and will work this with Ken.</p> <p>Action: Sharon will hold back mailing the 2015-2016 Annual package to Conseil Scolaire Viamonde and Georgian College. Deb to draft final letter to both to respond re whether they wish to remain members by April 1</p> <p>Action: Deb will inform Sandy Thurston that Council should have a brief email to report on progress of CANS implementation</p>
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	<p>should be presented to Council in May as a Hot Topic. Deb will invite Jennifer Jackson, Exec. Director, Child Advocacy Centre of Simcoe County to present this program to Council in May.</p>	<p>progress.</p> <p>Action: Deb will invite Jennifer Jackson, Exec. Director, Child Advocacy Centre of Simcoe County to present this program to Council in May.</p>
<p>6. 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"> ○ CYFS Coalition Resilience Presentation ○ Developmental Assets - update 	<p>James Thomson gave the update on Developmental Assets (DA) progress. New Path, YMCA, CAS and Youth Haven formed a working committee and recently attended the first stage Innoweave.ca workshop in Toronto to brainstorm ideas on the incorporation of DA framework for youth across Simcoe County and elsewhere in Ontario. Fiona Cascagnette suggested focusing on the gateway assets. Innoweave is introducing a call across the province for proposals that support youth to build resiliency. This is a 3 stage process.</p> <p>Stage 1 focus was to identify issues and apply to Innoweave for grant funding. James is working on the grant application for submission. \$10,000 is the first amount. The Search Institute is adopted for utilizing and executing the DA program through their tools. There is no cost involved except for training. The survey would cost \$2 per survey and includes development of the tool with research and reporting.</p> <p>Stage 2 - Upon receipt of the 10K the working group will attend an Innoweave workshop in June/July 2015 to formulate next steps. The group is then eligible to receive \$40,000 for the Implementation process. A steering group will need to be formed to help with the implementation model.</p> <p>Stage 3 - involves Reporting to Innoweave. \$150,000 will be granted for the implementation strategy and can cover the youth survey with the school boards focusing on the DA – gateway assets. The assumption is Grade 7 students will be given the survey which will produce a baseline of data. Three years later a follow up survey will be executed to see the impact.</p> <p>Janice Medysky and Sally Potts, SCDSB will be involved. The next meeting of the working group will be held at SCDSB on March 6, 2015</p>	<p>Actions:</p> <ul style="list-style-type: none"> - Deb will forward the email from Rob Armstrong to James Thomson to send to Sally Potts. Nadia will connect her Superintendent and advise of the connection with Sally Potts. - Deb and James will produce a memo out to Council to detail the incorporation of Developmental Assets. - March Infrastructure Agenda will include item for DA Grant money coordination resource readiness

	<p>to determine how to utilize the \$10,000. A representative from the FNMI community and Superintendent of Conseil scolaire de district catholique Centre-Sud should be included.</p> <p>Discussion was held. Trevor stated this framework of implementation fits into the Strategic Plan and Results Based Accountability and can be one of the indicators of population outcomes for youth resilience for the Coalition. The performance level can feed up to the population outcomes using DA/Gateways assets as an indicator. All agreed the Coalition could best manage the funding and structure of the coordination and implementation. The DA working group would report to Infrastructure for management and Secretariat for process. A member of the DA working group would have to sit at the Infrastructure Table.</p> <p>Motion: Innoweave grant money will be managed with New Path to the Coalition funding framework. Motion passed. All in agreement.</p> <p>Actions:</p> <ul style="list-style-type: none"> - Deb will forward the email from Rob Armstrong to James Thomson to send to Sally Potts. Nadia will need to connect her Superintendent with Sally Potts. - Deb and James will produce a memo out to Council to detail the incorporation of Developmental Assets. - Next Infrastructure Agenda will include item for DA Grant money coordination resource readiness - Next Infrastructure Agenda will include a review of job descriptions for the Coordinator and Executive Assistant. 	<p>- March Infrastructure Agenda will include a review of Job descriptions for the Coordinator and Executive Assistant.</p>
<p>7. Approval Coalition Council Agenda prep for Mar 26</p> <ul style="list-style-type: none"> ➤ Exit ticket feedback Jan 22 Council ➤ Consent Agenda: <ul style="list-style-type: none"> ○ Minutes Infrastructure, Planning, Secretariat (March 2015) ○ Statement of Operations – Current (Feb 28) ○ MOA Membership fee invoicing 2015/2016 ➤ Strategic Plan update ➤ CANS Implementation Progress 	<p>Exit ticket feedback from last Council meeting was reviewed. Only 5 tickets were collected. Nadia suggested pushing out an online active survey to Council members during the meeting. Deb and Sharon to produce an online survey for circulation during the Council meeting. Nadia recommended Survey Monkey or a similar tool.</p> <p>Draft agenda for March Council was reviewed. It was agreed CANS implementation progress will be a written update. Deb will contact Elizabeth McKeeman to discuss connection with Lindsay Vaby, Tele-Mental Health Coordinator for March Council Hot Topic Presentation.</p> <p>Other: Keith Kacsuta started this week as the new Exec. Director of the</p>	<p>Action: Deb and Sharon to produce an online Exit Ticket Survey.</p> <p>Action: Deb will contact Elizabeth McKeeman to discuss connection with Lindsay Vaby, Tele-Mental Health Coordinator for</p>

<ul style="list-style-type: none"> ➤ Presentations: hot topic <ul style="list-style-type: none"> ○ Hot Topic – HANDS/Mains The FamilyHelp Network - Lindsay Vaby, Tele-Mental Health Co-ordinator 	<p>John Howard Society. Deb will connect with Keith to welcome him to his role and invite him to attend March 2015 Council.</p> <p>Nadia Martins is unable to attend the next Secretariat Meeting in March. Elizabeth McKeeman can update from Planning Table at the March Secretariat meeting.</p>	<p>March Council Hot Topic Presentation.</p> <p>Action: Deb will connect with Keith to welcome him to his role and invite him to attend March 2015 Council.</p>
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Next Meeting: March 19, 2015, 11:30 – 1:30p.m., The Children’s Aid Society – Barrie – Meeting Room 3