



**SECRETARIAT MEETING**  
**Thursday, June 18, 2015 – 11:30 – 12:30 p.m.**  
**Shirley's Bayside Grille 150 Dunlop St. E. Unit 102-Barrie**  
**Minutes**

**Attended:**

Nadia Martins  
 Trevor McAlmont  
 Elizabeth McKeeman  
 Glen Newby (Chair)  
 Sharon O'Neill (recorder)  
 Deb Woods

**Regrets:**

Susan Carmichael  
 Fiona Cascagnette  
 John Clarke  
 Brian Shelley

Item	Presented By	Minutes	Motion/Action
1. Welcome	Chair/All	Glen welcomed all.	
2. Approval of Minutes from <a href="#">May 21, 2015</a>	Chair	Approved	
3. Approval of the Agenda	Chair	Approved with additional item - Exit Ticket feedback May 28 2015 Council (Sharon)	
4. Vice-Chair vacancy - update	Chair	<p>Glen informed all that David Jeffrey, Brenda Jackson, Louise Paul, Phil Hough, Nathan Sykes and Christine Simmons-Physick all expressed interest in this position. David Jeffrey is currently challenged with his primary role of Executive Director, CSC Chigamik CHC and Interim Executive Director at South Georgian Bay Community Health Centre and may be interested next year. Brenda Jackson respectfully declined this position for the upcoming year and stated her plate is overloaded but may be interested the following year.</p> <p>Louise Paul, Phil Hough and Christine Simmons-Physick are standing for Vice-Chair. Nathan Sykes would need more experience at the Coalition Tables before consideration. Discussion was held about the standing candidates but all agreed in the absence of John Clarke, who will be the new Chair, that no decision could be made. All approved that a template would be developed for each standing candidate and sent out to Secretariat for individual rating. Sharon was asked to develop. The following key areas would be the matrix for this template: Who is the Candidate (their role in their organization), the sector they would represent, activity level within the Coalition, and evidential belief in the Coalition Mission and values.</p>	Sharon – develop and circulate a Vice-Chair decision template to Secretariat

<p><b>5. CYFS Coalition Coordinator vacancy - update</b></p>	<p>Chair</p>	<p>Sandra Cole is the successful new Coalition Coordinator and excited to begin her duties Tuesday June 23. Glen thanked Trevor, John and Fiona for their hiring committee responsibilities and contributing to a good process. . Deb is spending a week with Sandra for this transition.</p>	
<p><b>6. Strategy Table Updates</b></p> <p>➤ <b>Infrastructure</b></p> <ul style="list-style-type: none"> <li>• Statement of Operations May 31, 2015</li> <li>• Member Fee Status and June reminders</li> <li>• Awards &amp; Recognition</li> <li>• Orillia Public Library – New Member Vote</li> <li>• Leadership Institute Memorandum of Understanding Between the YMCA of Simcoe/Muskoka and the Coalition of Children, Family and Youth Services</li> </ul> <p>➤ <b>Planning</b></p> <p>CYFS Planning working group report status</p>	<p>Trevor</p> <p>Sharon</p> <p>Sharon Trevor/Sharon</p> <p>Trevor</p> <p>Elizabeth/Nadia</p>	<p>Infrastructure: Trevor announced close to 80% of the current year member fees have been collected. Outstanding current year fee reminders will be executed by Sharon in the next few weeks. The Professional Development Fund will be growing with more expected donations. Some of the expected funds will be restricted for specific CANS training. Trevor has already worked with Ken to develop a separate revenue stream for Professional Development on the monthly statement. Ken and Sharon will work a process to account for any restricted funds.</p> <p>Awards and Recognition was launched. The resolved nomination forms and rules and regulations were recently distributed to the Coalition. A French translation of the rules and regulations is in progress. The reminder notice will notify an extension deadline to July 15, 2015 rather than June 30, 2015.</p> <p>Trevor reported that the new member application from the Orillia Public Library was approved at Infrastructure. Trevor reported the Orillia Public Library is not a member of the County of Simcoe Library Co-operative but Trevor let the County of Simcoe Library Co-operative know of this application and encouraged them to look at joining the Coalition. Secretariat reviewed and approved this application and all approved that it be sent to a vote at Council using an online tool.</p> <p>With Brian’s absence, Trevor presented the Leadership Institute Memorandum of Understanding (MOU) between the YMCA of Simcoe/Muskoka and the Child Youth Family Services Coalition. All present reviewed this MOU. The <b>Terms of Agreement a)</b> was discussed. All agreed to remove ‘<i>whose organization cannot afford the full cost of the program</i>’. All agreed determination of which member(s) would receive allocation of one to two spaces in the leadership program would fall to the Infrastructure Table. This would be a similar process to determining Professional Development funding which falls to Infrastructure. Infrastructure may have to examine their terms of reference to accommodate this final Memorandum of Understanding. Suggested revisions will be sent to Brian Shelley.</p> <p>Nadia and Elizabeth updated the progress from Planning Table in their review of the Turn the Curve working group reports. Planning Table is currently surveying members to have a summer meeting to review any newly submitted Turn the Curve Reports. Planning Table is on track with their work towards the Strategic Plan.</p>	<p>Sharon will develop and distribute the Orillia Public Library New Member application to Council for vote to accept.</p> <p>Deb will send Leadership Institute Memorandum of Understanding Between the YMCA of Simcoe/Muskoka and the Coalition of Children, Family and Youth Services suggested edits to Brian Shelley.</p>

<p><b>7. Secretariat Role in Strategic Plan</b></p> <p>➤ Theme #3: <b>Enabling Action to Promote Change:</b> Strategic priority projects that are identified, successfully implemented and sustained</p> <ul style="list-style-type: none"> <li>○ Coalition Structure discussion paper (DWoods June 2015)</li> <li>○ Secretariat Summer Retreat</li> </ul>	<p>Glen</p>	<p>Glen thanked Deb for the initial discussion paper reviewed by members at this meeting. Deb gave the background leading to this discussion paper for the summer Secretariat retreat. Regional and local strategies (Moving on Mental Health, Special Needs Strategy and Service Resolution, LHIN Care Connections, Networks and Collaborate Barrie) The crucial issue of how the Coalition positions itself for relevancy in a changing landscape is important to discuss so that collaboration doesn't get sidelined in Simcoe County.</p> <p>Unlike the LHIN Care Connections initiative where the NSM LHIN approached the Coalition to invite participation, the latest provincial initiatives have gone directly to their funded agencies to develop plans for these initiatives. Glen stated an advocacy role in the Coalition could address system change using the Coalition to advise on funding strategy and implementation. Trevor added that a 10 year housing plan taking place did not come to the Coalition and members involved are not bringing this to the Coalition. All agreed that further information is required to form the basis of the Secretariat summer retreat. Deb was also asked to attend the summer retreat.</p>	<p>Deb and Sharon to develop a survey and distribute to strategy and network leads based on the key points in the discussion paper with return date of August 7.</p> <p>Sharon to poll availability of Secretariat and other key members to have a half day summer morning retreat for the 2<sup>nd</sup> and 3<sup>rd</sup> week of August.</p>
<p><b>8. Exit ticket feedback report from May 28 Council</b></p>		<p>Sharon will send a comprehensive feedback report to Secretariat but read feedback from member stating understanding of all items at Council is hard to grasp for new members. Trevor and Deb informed that mentorship for new members was discussed at Infrastructure where it was decided the Chair would appoint and identify a member to act as a mentor for each new member at Council. All approved.</p> <p>Meeting adjourned</p>	

**Next Meeting: September 17, 2015, 11:30 – 1:30 p.m., The Common Roof- Resource Room**