



SECRETARIAT MEETING
Thursday, Mar. 19, 2015 – 11:30 – 1:30 p.m.
The Children’s Aid Society, 60 Bell Farm Rd., Barrie – Meeting Room #3
Minutes

Attended:
 John Clarke
 Susan Carmichael
 Glen Newby
 Sharon O’Neill
 Trevor McAlmont
 Deb Woods

Declined:
 Fiona Cascagnette
 Nadia Martins

Item	Minutes	Action/Motion
1. Welcome		
2. Approval of Minutes from Feb. 19, 2015	Approved	
3. Approval of the Agenda	<p>Deb announced her retirement in June 2015. Deb would be happy to orient the new coordinator. Deb stated the Coalition has good support with Sharon as EA and strong leadership for all Chair, Co-Chair and all leadership positions of the Coalition. Deb leaves with regrets but stated since her involvement in 2008, the Coalition as a good outlook for meeting the present and future mission. On behalf of Secretariat, Glen gave thanks to Deb for her amazing work. John will communicate at Council Mar. 26.</p> <p>John, Glen, Sharon and Trevor to act as hiring committee for upcoming Coordinator role and put together a recruitment advertisement. Glen stated he can offer Kelly Seymour from New Path as the Human Resource support. Glen stated recruitment advertisement would start with internal Member agencies. If there are no internal applications this advertisement would then be circulated externally.</p> <p>Deb will design a transition package for her role and would be happy to assist the new recruit over the summer.</p> <p>Agenda approved.</p>	<p>Deb will write a formal retirement announcement for Sharon to distribute to all members of the Coalition before John Announces at Council Mar. 26.</p> <p>Deb will produce a transition document.</p> <p>Council Agenda – CYFS Coordinator position</p>
4. Vice-Chair – Chair, Past Chair, Co-Chairs	Vice-Chair – Glen’s Chair ends June 2015. John will step into the Chair position. The Vice-Chair position will be vacant. Strategically the role of Vice-Chair should be filled by a tenured member who is highly invested in the Coalition with knowledge and experience in FNMI, Schools,	John will inform Council Mar. 26 that there will be an all-call for the Vice-Chair vacancy. Sharon to

	<p>Francophone, Health sector and other key area knowledge of the membership and goals of the Strategic Plan. John will alert Council Members of the Vice-Chair vacancy at the next Council meeting of Mar. 26. If no interest with recruitment email then members of Secretariat could approach specific member organizations.</p> <p>Glen stated the Vice-Chair could be split as a Co-Chair position. Some other organizations have done this.</p>	<p>send out email recruitment for Vice-Chair role following Council Meeting.</p>
<p>5. Resiliency Workshop – Halifax 6. Resiliency Workshop Apr 29 Season Centre</p>	<p>Elizabeth spoke about the June 16-19 conference in Halifax hosted by the Resilience Research Centre’s Co-Directors, Michael Ungar and Linda Liebenberg, along with their partners in more than 20 countries to explore the theme “Pathways to Resilience: Beyond Nature vs. Nurture” at Dalhousie University, Halifax, Nova Scotia. All agreed it would benefit the Coalition if the pool of people attending could include more members and lend further value supporting the Strategic Plan. There is some money available at the Coalition to help sponsor a member. John will speak to his Manager. Michele Vennard of New Path may be interested. Perhaps the Coalition and New Path could co-fund sponsorship. John stated the importance of the Chair or Vice-Chair attending along with someone else from Secretariat. Glen added a team approach would lead to a more informed understanding of Resiliency. Trevor is attending the national poverty conference in Ottawa this May and it looks unlikely he will be able to attend the Halifax conference. He suggested funding a community person from the school and/or health unit. All agreed to build in these types of expenses to the Coalition budget. Elizabeth added if the Coalition funds an individual, then this person should join the Tables for 4-6 yrs. All agreed. Glen stated a team of 3 would be worthwhile. John stated the conference may also have Resiliency measurements.</p> <p>Action: Chairs of Infrastructure and Planning will raise this item at their May Table meetings to question table members’ interest in attending as a Coalition member. Elizabeth will send the conference link to Sharon to distribute to interested members.</p> <p>Apr 29th – Stuart Esten and Season’s Centre for Grieving Children are hosting a Resiliency Workshop - \$100/day including lunch.’ Building Resilient Children’. Action: Item for Council Mar 26 – to fund 1 or 2 Co-Chairs and members of the Coalition to take part in the local Apr. 29th Resiliency Workshop sponsored by Stuart Esten and Season’s Centre for grieving Children at Cost of \$100/each. Conference information will be distributed to the Co-Chairs and Coalition Council.</p>	<p>Action – Resiliency Workshop Halifax. Chairs of Infrastructure and Planning will raise this item at their May Table meetings to question table members’ interest in attending as a Coalition member. Elizabeth will send the conference link to Sharon to distribute to interested members http://resilienceresearch.org/training/conferences/pathways-to-resilience-iii</p> <p>Item for Council Mar 26 – to fund 1 or 2 Co-Chairs and members of the Coalition to take part in the local Apr. 29th Resiliency Workshop sponsored by Stuart Esten and Season’s Centre for Grieving Children at Cost of \$100/each. Conference information will be distributed to the working group Co-Chairs and Coalition Council.</p>
<p>7. Advocacy</p>		<p>Sharon and Deb work to</p>

<p>➤ Board to Board Forum May 8 – Agenda topics</p> <ul style="list-style-type: none"> ○ System transformations - Provincial ○ Moving Mental Health (Phase II application release Apr. 17) ○ Special Needs Strategy (delayed to Fall) ○ Current CAS proposed amalgamation with Muskoka ○ YMCA – accredited Imagine Canada ethical fundraiser & other topics (email handout Rick McHale/Ian Veitch) 	<p>The next Board to Board meeting will be held May 8 at the Kempenfelt Conference Centre 7:30am – 9:30am. Following the first meeting in Dec 2015, this next meeting will be expanded to all Coalition members. Invites will be sent out soon. Deb and Sharon will manage. Possible Agenda topics were discussed by looking at feedback from the last meeting and current topics of interest impacting governing members of organizations.</p> <p>Possible Agenda Topics agreed:</p> <ol style="list-style-type: none"> 1. Moving on Mental Health, 2. CAS proposed amalgamation, 3. Special Needs Strategy (SNS) and implications surrounding MOU with school boards with the requirement of 3rd party agreements would be a good topic. CCAC and other agencies will also be impacted with the SNS. 4. Risk Management/Mitigation would be a good topic. 5. Trevor asked about the Non-Profit Corporation Act. Glen will check if this Act is Federal or Provincial and determine the status. It may be too early to discuss this topic. 6. Board Governance by-law changes. <p>Framework of this meeting was discussed. John stated the Co-Chairs of SNS (Gisele Forrest and Mary Riggins Springstead) could be at this meeting to discuss the SNS. Deb will speak to Louise Paul about this. The CTN lead for coordinated access may have a board member. Susan will bring a representative from the Simcoe CAS. Glen will approach the board from New Path to see if someone would speak on the Moving on Mental Health.</p> <p>Speakers could outline governance implications on these topics. Board risk management, change of Board members and how changes on these topics will impact Boards will be good information. Susan would like to involve Mary Jean Watson who could speak as both a CAS Board and Coalition member.</p> <p>All agreed the YMCA offering to speak about ethical fundraising would be better suited as a topical issue for a smaller group of the Coalition in the future.</p>	<p>produce invite for May 8 Board to Board meeting and send out to manage the RSVP's.</p> <p>Glen will check if the Non-Profit Corporation Act is Federal or Provincial and determine the status of this topic for the May Board to Board meeting.</p>
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<p>8. Strategy Table Updates</p> <ul style="list-style-type: none"> ➢ Co-Chair Meeting Mar 17- RBA roles ➢ Infrastructure <ul style="list-style-type: none"> • Awards & Recognition • Member Fee invoicing for 2015-16 • Member Fee 2014 Final Letter ➢ Planning <ul style="list-style-type: none"> • <u>Strategic Plan update to Council</u> - CYFS Planning Track Sheet - Turn The Curve Report 	<p>Infrastructure</p> <p>Trevor reported that Brian Shelley confirmed he would be Co-Chair of Infrastructure. Trevor was unable to reach Lori Shirley and she was not at the last Infrastructure meeting.</p> <p>Elizabeth stated Jacquie Ferguson is interested in the Planning Co-Chair position and both positions with Vice-Chair would go to May Council for information as a slate.</p> <p>LEAD program – Trevor spoke to the status of LEAD and discussion at the last meeting of partnering with YMCA/Lakehead leadership program. Brian Shelley gave a report on the recent pilot program. He would like to partner with the Coalition and United Way. Deb stated learning modules/curriculum on how to work Collaboratively and with cross disciplinary teams would be beneficial for Coalition members taking part in this training. Susan stated that participants should hear from Coalition members at this training. Trevor stated that Brian would like to have a CEO panel and include the Coalition in this panel. Glen likes the university affiliation with this program which would bring in a broader audience of participants. Trevor added that Brian also said the Coalition could cut participant cost if partnering with the YMCA/Lakehead. Infrastructure members agreed and recommended the CYFS Coalition partner with the YMCA Program. Deb will send a letter to inform the Georgian College representative and Ann Marie McAllister to thank them for their LEAD partnership in the past. John suggested asking Brian if the YMCA would also partner with Georgian College. Deb will contact Brian to see if Georgian could be partner and then send the LEAD communication to Georgian partners. All Agreed the Coalition partner with YMCA and will update Council in May.</p> <p>Awards and Recognition – Trevor reported Brian has not yet met with Marg/Stefanie. Infrastructure members agreed to push awards to the Fall 2015 Council meeting to give the working group more time to prepare awards. Brian plans to update Council in May. Glen suggested Brian move on this without Marg Gallow who is absorbed in another situation. It would be good to have another seasoned Coalition member on this committee. Sharon will notify Brian.</p> <p>Member fee invoicing – all members have received their annual invoice/MOA.</p> <p>The organizations (Conseil Scolaire Viamonde and Georgian College) have received their final notice letter for past due fees.</p>	<p>LEAD - Deb will contact Brian to see if Georgian could be partner. Then send communication to Georgian.</p> <p>Awards & Recognition - Sharon will notify Brian that Marg Gallow is involved in another situation and should not be included in this program.</p>
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	<p>Statement of Operations was reviewed and will be part of the consent agenda for Council. Sharon/Ken advised to remove revenue from WTFKMH since this did not take place in this time period.</p> <p>Planning: Elizabeth will leave her Co-Chair position in June. Nadia will stay as Co-Chair and Jacquie Ferguson agreed to become the new Co-Chair starting September. This will be part of the June announcement. Elizabeth reported that work continues with the Strategic Plan. The planning track sheet was handed out to outline progress of Turn the Curve reports to date. The Co-Chairs of Infrastructure and Planning (less Nadia Martins) met Mar 17 to clarify their roles. Planning has a process and will utilize and fill out the 'Step 1 template form for headline indicators'. Members referred to handouts of the Planning table track sheet, Step 1 form and Process form. The Step 1 form will help the Planning Table monitor, make sure working groups are on target and ask questions if necessary. Planning will hear from working groups once/year at their table meetings. The process form 'Indicator' acts as a connector to determine impact of Resilience. Trevor stated this 'indicator' connects to the Coalition Resilience measures (Ungar or Developmental Assets).</p> <p>Trevor displayed the newly produced Visual Flow Chart and gave Secretariat an overview. Once finalized it will be distributed to Co-Chairs for further understanding. The Strategic Plan update for Council will include these forms and progress to date on the agenda and will be delivered by Trevor. Elizabeth is not able to attend Council Mar. 26.</p> <p>Elizabeth stated Planning hopes to have received all Turn the Curve reports by June, 2015.</p>	<p>Statement of Operations Feb 2015 -Sharon/Ken advised to remove revenue from WTFKMH since this did not take place.</p> <p>For Council: Trevor will demonstrate the new flow chart, forms and planning table track sheet (condensed) along with Nadia if she wants to be included.</p>
<p>9. 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"> ○ Developmental Assets - DA Grant money coordination resource update 	<p>Deb stated until more Turn the Curve reports are received and a determination of Ungar or Developmental Assets, Secretariat may not be able to review for gaps in the Strategic Plan projects.</p> <p>Trevor updated that a working group (YMCA, Youth Haven, New Path) are working with Innoweave and funding has been applied for to decide which tool (Ungar or Developmental Assets) to adopt. Sally Potts, SCDSB is part of the working group. The school board uses the Ungar tool. The YMCA is open to use the Ungar tool for this working group. New Path is facilitating. All agreed to invite Sally Potts to the next Secretariat meeting April 16, 2015 to report progress and present the Ungar tool. Susan stated the CAS uses both Ungar and DA and can go with either. All agreed that there should be a recommendation to Council that someone from this working group be a member of Secretariat. Brian Shelley as new Co-Chair of Infrastructure may be able to attend Secretariat. Action – confirm Brian can attend next Secretariat Apr 16, 2012 to initial draft. The first 10K of grant money from</p>	<p>Deb will contact James Thomson of New Path to invite Sally Potts to the April 16th Secretariat meeting for 30 minute presentation of the Ungar tool.</p> <p>Action – confirm Brian Shelley can attend next Secretariat Apr 16, 2012 to initial draft for Council to have someone from Innoweave working group sit as a member of Secretariat.</p>

	<p>Innoweave is expected to arrive in June. All monies would be administered by New Path into the Coalition fund.</p>	
<p>10. Approval Coalition Council Agenda final for Mar 26</p> <ul style="list-style-type: none"> ➤ Discuss opening up HANDS/Mains The Family Help Network (L.Vaby) Hot Topic presentation to broader audience of Coalition. ➤ DRAFT AGENDA Handout 	<p>Hands/Main – Tele-Mental Health - Elizabeth stated Lindsay Vaby of Hands/Main presented to the LHIN Child and Adolescent steering Committee and Elizabeth suggested Lindsay present to the Coalition. All agreed Council members should invite 1 or 2 of their Managers and/or Staff to also attend this presentation. John is Chairing in place of Glen and asked for an introduction/speaking notes. Elizabeth informed that the Hands/Main service is funded by MCYS. Liz and Glen will develop an introduction for John to execute to Council.</p> <p>The Draft Council Agenda for Mar 26 was finalized for distribution.</p>	<p>Liz and Glen will develop introduction of HANDS/Main Lindsay Vaby for John to execute at Council.</p> <p>Sharon will ask Council members to invite 1 or 2 staff from their agency to attend Mar 26 for the Hands/Main Tele Mental Health Hot Topic presentation.</p>

Next Meeting: April 16, 2015 11:30 – 1:30 p.m., The Common Roof Board Room