



## SECRETARIAT MEETING

Thursday, November 20, 2014 – 1:00-3:00 p.m.

The Common Roof, 165 Ferris Lane, Barrie

### MINUTES

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

Item	notes	Action/motion
1. Welcome		
2. Approval of Minutes from October 16, 2014	Approved	
3. Approval of the Agenda	Approved with adjustment - Dual Diagnosis will be discussed first in Item 4 to accommodate John who had to leave at 1:30pm.	
4. Advocacy <ul style="list-style-type: none"> <li>➤ Board to Board Forum Update</li> </ul>	Board to Board Forum Breakfast meeting updated and preparations discussed. Invitations sent and most all have confirmed. Glen will follow up with CTN, BANAC and Simcoe Community Services who have not yet confirmed participation. This Board to Board Forum will focus on the opportunity to meet other Board members and also focus on Results Based Accountability as part of presentation. Deb will give an overview of the Strategic Plan. Glen confirmed Rob Armstrong and Rick McHale will provide a	<p><b>Action:</b> Glen to follow up with CTN, BANAC and Simcoe Community Services for participation.</p> <p><b>Action:</b> Deb will present overview of the Coalition Strategic Plan</p> <p><b>Action:</b> Sharon to gather the Charter materials (in 3 languages) and Banner to deliver to Glen at NewPath Dec 4<sup>th</sup> for Board to</p>

	Developmental Assets Overview. A next steps roundtable will be discussed.	Board meeting readiness. <b>Action:</b> Sharon to display Coalition website on Smart Board during this meeting.
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<p><b>5. Strategy Table Updates</b></p> <ul style="list-style-type: none"> <li>➤ <b>Infrastructure</b> <ul style="list-style-type: none"> <li>• Statement of Operations</li> <li>• Member Fee Update</li> <li>• LEAD Cohort</li> <li>• Awards &amp; Recognition</li> </ul> </li> <li>➤ <b>Planning</b> <ul style="list-style-type: none"> <li>• Planning role in Strategic Plan</li> <li>• Dual Diagnosis motion to support augmented assessment clinic</li> <li>• Better mapping</li> </ul> </li> </ul>	<p><b>Planning - Dual Diagnosis motion to support augmented Assessment Clinic:</b> Background overview for above motion from Planning Table given by Deb and proposed motion read to Secretariat. John confirmed this initiative would significantly reduce the waiting list for services. . John will bring alignment presentation material (Dual Diagnosis/Special Needs Respite to Next Secretariat Meeting (Jan. 22, 2015). The CAS Mobile response team is in midst of writing proposal for respite beds in Simcoe County. The benefit is the same team and same people will be servicing the same children/families. Glen asked if Muskoka families could receive benefit of service? John believes there is a possibility but is not in the current proposal. Dual Diagnosis writing motion for Council utilizing Coalition Motion preparation document.</p> <p><b><i>Glen moved to vote if all in Agreement the Dual Diagnosis motion be approved for Motion to Coalition Council. All in Approval</i></b></p> <p><b>Infrastructure:</b></p> <ul style="list-style-type: none"> <li>• Trevor presented the <b>Statement of Operations</b>. It was agreed, the Oct. 31, 2014 Statement of Operations will be presented to the Coalition Council Dec. 4, 2014.</li> <li>• <b>Member Fee update</b> provided by Sharon &amp; Deb. The RVH, Fr. Public School Board and Georgian College member dues are outstanding for 2014. Glen to call Suzanne Addison-Tour at Georgian College.</li> <li>• <b>LEAD – update.</b> Survey out for LEAD was distributed to the Coalition Members and results are due Nov 28, 2014. Sharon Collecting Data results for Trevor and Deb to review and presentation to Council Dec. 4. Participants in past LEAD program have given great reviews. Sharon to send LEAD survey Data results and summary to Secretariat via email for</li> </ul>	<p><b>Action:</b> John to bring alignment material (Dual Dignosis and Special Needs Respite) to next Secretariat meeting (Jan 22, 2015).</p> <p><b>Action:</b> Sharon to include Dual Diagnosis Motion of Coalition Council Support to Council meeting of Dec. 4<sup>th</sup>. (Business Arising)</p> <p><b>Action:</b> Sharon to include Oct. 31, 2014 Statement of Operations for presentation to Council.</p> <p><b>Action:</b> Glen to call Suzanne Addison-Tour at Georgian College to promote continued Coalition membership.</p>
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	<p>Secretariat to make recommendations for Council Dec. 4.</p> <ul style="list-style-type: none"> <li>• Awards and Recognition Update - Brian Shelley (YMCA) leading. Stefanie Smith (Mackenzie Health) and Marg Gallow (Catulpa) on committee. Awards and Recognition targeted for May 28, 2015 Council meeting.</li> </ul> <p>Co-chair required for Infrastructure. Discussed. Fiona confirmed YMCA resources are stretched for further Coalition support. Skillsets required for Co-Chair are research, data, financial acumen, communication and human resources. Secretariat proposed Brian Shelley until position filled. Deb, Trevor, Sharon to draft Letter for Glen and Susan to talk to CEO's and Mention to Council Dec. 4.</p> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• <b>Planning table update in role of Strategic Plan.</b> Deb provided the update from Planning and gave an overview of the recent meeting and minutes. The Strategic Plan is in the consultation phase focusing of the four areas of Resilience. Trevor gave an update of his consultation presentations. As an example, the Basic Needs Task Group has chosen the Canada Learning Bond which is measurable and will have a baseline to track data. December 16, 2014 Co-chairs and interested parties from both Planning and Infrastructure are invited to a Results Based Accountability (RBA) Turn the Curve exercise. Trevor will lead this ½ day training. An initial update from this meeting is planned for Council Jan. 22, 2015. March 26, 2015 is targeted for a comprehensive presentation to Council. Fiona plans to show this comprehensive completion to the Care Connections Child Youth Committee in March, 2015.</li> <li>• <b>Better Mapping</b> – Map discussion held to demonstrate how all moving parts of projects are fitting into the overall scope</li> </ul>	<p><b>Action:</b> Sharon to send LEAD Survey data results and summary to Secretariat members to make recommendations for Council Meeting Dec. 4., 2015.</p> <p><b>Action:</b> Sharon to Awards and Recognition on May Council meeting agenda.</p> <p><b>Action:</b> Fiona will ask Brian Shelley to fill in as temporary Infrastructure Co-chair until replacement found and approved.</p> <p><b>Action:</b> Deb, Trevor, Sharon to draft Letter for Glen and Susan to talk to CEO's and Mention to Council Dec. 4 for Infrastructure Co-Chair,</p>
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	<p>of the Coalition Structure and Strategic Plan, demonstrating the meaningful connection and process. Glen suggested inclusion of more global connection mapping to the Province. Planning and Infrastructure agree utilizing ‘Prezi.com’ as a tool to build out detailed mapping. Nadia Martins demonstrating Prezi.com to Elizabeth McKeeman, Deb Woods and Sharon O’Neill in early December. Susan stated she has a prezi account for possible Coalition use.</p>	<p><b>Action:</b> Sharon sent invite to interested Secretariat members to join Dec. 16, 2014 ½ day RBA Turn the Curve Meeting.</p> <p><b>Action:</b> Sharon will ensure Planning table update in role of Strategic Plan is on Dec. 4, 2014 Council agenda and add comprehensive update to March 26, 2015 Council Agenda.</p>
<p><b>6. Strategic Planning</b></p> <ul style="list-style-type: none"> <li>➤ Consultation Process</li> <li>➤ Theme #3: <b>Enabling Action to Promote Change:</b> Strategic priority projects that are identified, successfully implemented and sustained</li> </ul>	<p>By Feb/March all feedback from working groups should be received through the Planning Table. Infrastructure should have this detail by March 19, 2015 Secretariat meeting. Secretariat will decide if everything is on track/feasible. Hopefully happen at March 19 Secretariat.</p> <p>Susan utilizes Gantt Chart. Other groups may select to utilize a GHANT chart to show tangible results. Sharon will work with Trevor to produce a Ghant chart to be included in the review of Strategic priority projects.</p>	<p><b>Action:</b> Sharon to extend time of March 19, 2015 Secretariat to review Strategic priority projects.</p> <p><b>Action:</b> Sharon - Gantt chart production for review of Strategic priority projects with Infrastructure Table as required.</p>
<p><b>7. Approval Coalition Council Agenda</b></p> <ul style="list-style-type: none"> <li>• Exit ticket feedback</li> </ul>	<p>Feedback from Council meeting of Sept. 25<sup>th</sup> reviewed. Utilizing a Consent Agenda was discussed for Council Agenda. This would allow more Council time for current progressive, valuable</p>	<p><b>Action:</b> Glen to draft Consent Agenda purpose for inclusion</p>

- from Sept. Council
- Presentations: hot topic CAS Africa trip  
LHIN Plan update

Council time for matters affecting Children and Families. Glen would ask Council for one Motion to pass all business in the Consent Agenda. Glen would also ask if any items need to be pulled out of the Consent Agenda during the Council meeting.  
The Consent Agenda would include Planning and Infrastructure meeting minutes and items of note or action for Council plus Finance Statement of Operations.

Items proposed for Dec. 4 Council meeting Agenda:

Consent Agenda (detail below)	Chair	Decision
Business Arising: <ul style="list-style-type: none"> <li>• Infrastructure - LEAD Survey results</li> <li>• Planning – Dual Diagnosis Motion of Support to Council</li> <li>• Infrastructure - Co-Chair replacement – decision for Planning</li> <li>• CYFS Membership – Council member recruitment support</li> </ul>	Chair	Discussion/Decision
LHIN Care Connection Update	Susan Plewes	Discussion
Hot Topic: Me-To-We Kenya – Youth Empowerment	Susan Carmichael & 3-4 Youth	Call to Action
Advocacy Update	Chair	Discussion
Terms of Reference	Chair	Decision to defer until May 28, 2015

**Consent Agenda for Decision/One one motion** would include:  
Sept. 25, 2014 Council Minutes  
Planning Table minutes.  
Infrastructure Table minutes.

announcement when final Council Agenda for Dec 4 and accompanying materials are distributed.

**Action:** Sharon to create Draft Agenda for approval and distribution.

**Action:** Fiona to acquire Gift Cards for Youth involved in Hot Topic

	Financial Statement of Operations. Council Agenda	
<b>Council Terms of Reference</b>	Defer to May 28, 2015. Agreed to take item deferral to Council.	<b>Action:</b> Sharon to include in May 21, 2014 Secretariat Agenda

**Next Meeting: January 15, 2015, 1-3 p.m., The Common Roof (165 Ferris Lane, Barrie)- Resource Room**