



**Secretariat Meeting Minutes**  
**October 16, 2014**  
**The Common Roof (165 Ferris Lane, Barrie), 1-3 p.m.**

**Present:**

Gail Andrews  
 John Clarke (Vice Chair)

Nadia Martins  
 Glen Newby (Chair)

Deb Woods (recorder)

**Regrets:**

Susan Carmichael (Past Chair)  
 Fiona Cascagnette

Trevor McAlmont

ITEM		STATUS	ACTION
1) Welcome	GN	Welcome to all the members.	
2) Approval of Minutes Sept 18, 2014	GN	All approved.	
3) Approval of Agenda	GN	All approved with addition of Exit Tickets and moving Infrastructure to early in agenda	
4) Infrastructure	GA	Gail reported that the September statement shows we are still low on member fees (\$83,000 of \$100,000 received). Our leadership development program with Georgian College, LEAD, was unfortunately cancelled due to only 11 registrants (need minimum 20 to run the program). Trevor and Deb will meet with Anne-Marie McAllister from Georgian to begin analysis of why this cohort didn't go. We may run in January or may re-design the program depending on what we find out from members (issues might be cost, staff time, timing of sessions, content). Potential for inviting York Region or Muskoka partners to join? Bursaries to help smaller agencies? Awards and Recognition program has been approved by Council. Brian Shelley from Infrastructure and Stephanie Smith from Planning Table will oversee nomination process. Need a veteran Coalition member to complement this	Trevor and Deb meeting with Anne-Marie Oct 29. If we decide bursaries might help, New Path Foundation would put up some funds.  Deb will ask Marg Gallow to join this

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		<p>group. Executive Assistant position: we had 11 applicants, 3 were interviewed by John Clarke, Ken Edwards and Deb Woods. Quite close top two candidates and decided on Sharon O'Neill who has extensive private sector experience, excellent communication and technical skills, accustomed to working remotely and with diverse groups, and has worked with both Toronto and Simcoe County public school boards. Deb and Sharon are meeting tomorrow and Deb hopes she will come on next week pending contract, laptop prep.</p>	<p>group.  Deb to send announcement to Coalition once we have Sharon in place.</p>
5) Advocacy	GN	<p><b>Board to Board Forum:</b> Representatives from the Y, New Path and CAS have decided on a Board to Board time and format: Friday December 5 7:30-9:30 breakfast meeting at New Path (rooms A, B, C). <i>Purpose:</i> 1. introduce board members to each other 2. present something exciting to learn (Developmental Assets) 3. introduce board members to CYFS work. <i>Agenda:</i> Introductions 2 minutes each agency, Developmental Assets (Rob Armstrong for 30-40 minutes), Coalition Strategic Plan (Glen and Deb, simple format, 30 minutes), Conclusion and Next Steps. <i>Audience:</i> decided to limit to those Coalition members that have boards of directors, provide direct services to kids, are somewhat more established. Present as a pilot forum, others to be invited to subsequent sessions.</p>	
6) Strategic Planning	DW	<p>Presentation of two Strategic Directions (Resilience, Integrated System) to Council Sept 25 generated lots of good discussion, especially around the definition of Resilience. John suggested agencies were speaking only from their own perspectives without using a Coalition wide focus which brings us all together with collective strengths. We need to remember that while some of our agencies are adversity focused, others like the Health Unit or the Y are preventative. Regardless of what happens to the child/youth he/she will determine how significant the adversity is. We like the simple definition of “the ability to bounce back”; prevention is important to equip child to handle significant adversity. We hope to move to a point where all members begin to think differently about what they do in order to support collective goals, e.g. childhood obesity. Next: 3-4 people who have formed a small strategic planning group (Trevor, Sandy, Nadia, Deb, Liz, John) will divide up Coalition networks and working groups, get on the Oct or Nov agendas and present our consultation slide deck. Ask each group to identify one prime priority for the next 3 years and how it relates to the Resilience outcomes and strategies. Trevor will do a mini RBA training for each co chair late Nov/early Dec to equip them to do a Turning the Curve exercise at their next meetings with their groups. Table roles:</p>	

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		<p><b>Secretariat:</b> Enabling Action to Promote Change (strategic priority projects that are identified, successfully implemented and sustained) The group reads that as a coordinating role that ensure identification of gaps and overlaps, allocated additional resources as needed, links various projects, sparks advocacy. Start with function, then needed structure, then resources to support.</p> <p><b>Planning and Infrastructure:</b> agree that with Infrastructure's new role helping to measure our progress towards goals these two groups need to meet and Secretariat could give some guidance.</p>	<p>Deb will send out Terms of Reference for Planning and Infrastructure for discussion at next Secretariat meeting.</p>
<p><b>7. Planning Table</b></p>	<p>NM</p>	<p>Elizabeth McKeeman of New Path has put her name forward to become next co chair. Secretariat is in favour of proposal, and Liz' name will go forward to Council for confirmation. Her new position would probably be predicated on combining Planning and Integrated Working Task Group as Liz is a co chair of IWTG. Planning has a new member, Jacquie Ferguson of Kerry's Place; Marion Graves (Peck) of SCS audited the last meeting to help her assess where to put staff resources following Sandra Cole's departure. Planning is requesting admin support from our new Executive Assistant Sharon O'Neill as continuity is seen as important with this group where many different strands of Coalition activity come together. Awards process: question was asked whether a nomination can come from outside the Coalition membership? Deb will refer this to the nominations group made up of Brian Shelley from Infrastructure (YMCA) and Stephanie Smith of Planning (Mackenzie Health). Planning learned that CAMH staff will be phasing out of the TAY system of support, received an update from Danette on the MCYS Special Needs Strategy. In the reflection part of the agenda members suggested name tags, list of acronyms would be useful.</p>	<p>Deb will ask Marg Gallow to join the Awards nomination group to provide a veteran Coalition perspective.</p> <p>Nadia will ensure next meeting will include a review of the Criteria for Support, the Strategic Plan and the Terms of Reference for this table.</p>
<p><b>8. Exit Tickets</b></p>	<p>DW</p>	<p>Deb reviewed feedback from last Council. Observations: many people on blackberries, many left early. Challenge with so many presentation to engage people actively, not just listening, more interactive format. Plan better re who's on agenda, need to ensure timely relevance for members. Use questions, challenge people to think, discuss.</p> <p>Next Council Dec 4: CAS Kenyan trip as hot topic. Also Wendy Nelson Central Region Director MCYS will need 20 minutes</p>	<p>Deb will ask Sharon to update exit tickets with strategic plan goals on flip side and how people felt these were addressed in meeting.</p>

**Next Meeting: November 20, 2014, 1-3 p.m., The Common Roof, 165 Ferris Lane, Barrie**