



## SECRETARIAT MEETING

Thursday, September 17, 2015 – 11:30 – 12:30 p.m.

The Common Roof Barrie – Resource Room

Minutes

**Attended:**

John Clarke (Chair)

Sandra Cole

Nadia Martins

Trevor McAlmont

Brian Shelley

Sharon O'Neill (recorder)

**Guest:** Lora D'Ambrosio –Best Start Network

**Regrets:**

Fiona Cascagnette

Jacquie Ferguson

Glen Newby

Item	Presented By	Minutes	Action/Motion
<b>1. Welcome</b>	Chair	John welcomed everyone to the meeting.	
<b>2. Approval of Minutes from <a href="#">June 18, 2015</a></b>	Chair	Brian moved to approve June 18 and Aug. 19 minutes. Trevor seconded. All approved.	Minutes of June 18 and August 19 2015 approved.
<b>4. Approval of the Agenda</b>	Chair	John requested item 6.1 Secretariat Structure Pilot discussions at Infrastructure and Planning be moved to item following 6.3 and stated there is an update that needs discussion. All approved the Agenda and requested reorder.	
<b>5. Vice-Chair vacancy update</b>	Chair	John stated he was in touch with other candidates and the Coalition can now go forward to accept Philip Hough as Vice Chair. John will send out a notice to the Coalition.	Action: John will send out a notice to the Coalition announcing Philip Hough as the Vice-Chair.
<b>6. Strategy Table Updates</b> 6.1 Secretariat Structure Pilot discussions at Infrastructure and Planning	Sandra	Moved item – see below item 7.	
<b>6.2 Infrastructure</b> a. Statement of Operations Aug. 31 2015 b. Member Fee Status c. Awards & Recognition d. Orillia Public Library – New Member Voted into Coalition	Brian	6.2 Infrastructure: a. Brian stated the Statement of Operations as at August 31, 2015 gives a solid finance statement. The finances are ahead from last year at this time. b. Member fee revenue is ahead from last year and payroll expenses were not as high from last year due to circumstance of new Coordinator hire and payroll	Action (Sharon)– determine actual number of Members of Coalition and report back to Secretariat.

<ul style="list-style-type: none"> <li>e. New Members Mentor (John) Orillia Public Library, Aids Committee of Simcoe County, Child Advocacy Centre, Deaf Access.</li> <li>f. Leadership Institute Memorandum of Understanding Between the YMCA of Simcoe/Muskoka and the Coalition of Children, Family and Youth Services update.</li> <li>g. Annual Report production aligned with Feb MOA distribution</li> <li>h. Terms of Reference</li> <li>i. Social Work Student application</li> <li>j. Professional Development Fund application</li> </ul> <p><b>6.3 Planning</b></p> <ul style="list-style-type: none"> <li>a. CYFS Planning working group report status update</li> <li>b. Basic Needs Task Group (BNTG) Poverty Definition</li> </ul>	Nadia	<p>decrease this summer. Brian thanked the work of Ken and Sharon.</p> <p>c. Brian contacted the two award winners. Unfortunately Sandy Thurston and her Senior Manager, Louis Paul cannot attend September 24, 2015 Council for the Award presentation. Discussion was held and all agreed the Award Ceremony should be postponed until the November Council. Brian will contact Chief Greenwood directly to notify her of this change.</p> <p>d. Orillia Public Library is a new member. Council e-Voted during the summer.</p> <p>e. Infrastructure recommends the Chair (John) mentor the new members when they attend Council. Discussion held about number of Coalition Members. Sharon to determine actual number of members and report back to Secretariat. Nadia asked if new member Logos were on the website. Sharon informed only ACSC to date and will add others in due course.</p> <p>f. Brian updated the Leadership training is ready to launch. There is an MOU with the Coalition. Sandra will be a standing member on the advisory committee and subsidized spaces will be reserved for Coalition members. Dates will be announced later in September and further detail will be given at Council September 24 2015. All agreed the YMCA/Lakehead/Coalition Leadership training is a good example of strategic partnerships. Lora asked if a contact list of past LEAD trainings is available to notify anyone who took part in this past training.</p> <p>g. Brian stated Infrastructure Table members agreed an annual report could be produced which would include a letter from the Chair, Award presentation and annual statement and timed to distribute with the annual MOA membership in February 2015. Discussion held. Secretariat agreed and actioned Infrastructure to develop in January.</p> <p>h. The Infrastructure Terms of Reference are now updated and completed. All agreed to add to Council Consent Agenda items for September 24, 2015.</p> <p>i. Infrastructure recommended the Coalition decline accepting a Social Work student this year. Recommendation accepted by Secretariat.</p> <p>j. Brian informed the application was declined. Sharon read directly from the Infrastructure minutes of September 10 “the application was reviewed according to the</p>	<p>October Secretariat item (Sharon to note)-process review of recommended process from Infrastructure for Leadership training subsidy.</p> <p>Action item (Sharon note) January Infrastructure Meeting to start annual report production.</p> <p>Action: Brian will inform applicant that the Professional Development application is declined.</p> <p>Add BNTG Poverty Definition to October Secretariat in order to further discuss to vet for Coalition for approval.</p>
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		<p>training. Planning Table will also institute the Presentation rotating schedule this year to enable defined Working Groups to present all their work to Planning and not just their TTC submissions.</p> <p>Planning Table was not able to do this last year due to focus of work towards the Strategic Plan. Sandra will connect with Working Group tables to explain the presentation schedule.</p> <p>John commented further on RBA momentum and stated he was at the Dual Diagnosis working group September 16, 2015 and they are starting another RBA TTC report for the Coalition. Sandy Thurston and John have also been asked to present RBA to members of York ASD Committee. Trevor stated it would be terrific to accommodate all kinds of RBA training request needs.</p> <p>Trains the Trainer sessions are approved in future for 20 people to become RBA trainers. Lora stated RBA is used to direct their funding and informed that both she and Trevor travelled to York for their first RBA presentation.</p> <p>b. Nadia informed that the Basic Needs Task Group (BNTG) submitted a common definition of Poverty to Planning table with the aim to carry to Council for support of a common definition of poverty. Planning Table agreed to support this definition. Trevor stated BNTG mandate is focused on basic needs with discussions around poverty. The BNTG formed a smaller task group created to research definitions nationally, internally by sector and worked to merge to form one definition vetted through a lot of organizations who are part of the BNTG. Trevor informed that there is not a Canadian or Ontario poverty definition and having a definition endorsed by Council would be beneficial.</p>	
<b>7. Secretariat Role in Strategic Plan</b> <ul style="list-style-type: none"> <li>• Theme #3: <b>Enabling Action to Promote Change:</b> Strategic priority projects that are identified, successfully implemented and sustained</li> </ul> <p>Secretariat Summer Retreat Continued Discussion:</p> <ul style="list-style-type: none"> <li>• Network initiatives and scope of work</li> <li>• Coalition Structure in Changing Environment and update for Council</li> <li>• Advocacy</li> </ul>	Group	<p>Secretariat Structure Pilot discussions at Infrastructure and Planning and Secretariat Summer Retreat Continued Discussion: Feedback from Planning and infrastructure Tables was provided regarding the decision to pilot having other networks at Secretariat. Discussion occurred regarding the intent of having Best Start and TAYSoS present as a way to include networks that impact systemic change as part of our “changing structure” review. This work is ongoing; consideration was given to having a rotation of chairs from Networks attend Secretariat to represent larger system networks. Lora was asked to think about how this might look and come back in November to discuss further.</p> <p>All agreed there is more discussion needed.</p>	Sharon – invite Lora D’Ambrosio to November Secretariat.

<p><b>8. Council Agenda Draft – Review for final</b> <i>See Separate Document at time of meeting</i></p>		<p>The Council Agenda Draft was reviewed. Moving on Mental Health – Lead added to Member Flash updates per request by Danette Blue.</p>	<p>Brian will notify Fiona of the Advocacy – Federal Election item which will be given 30 min.</p> <p>John will contact Chief Greenwood and Tracey Keighley-Clarke to verify Member Flash updates.</p>
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**Next Meeting: October 15, 2015, 11:30 – 1:30 p.m., The Common Roof- Board Room**