



## EXECUTIVE COMMITTEE MEETING

**Thursday, January 15, 2018 – 12:00 – 2:00 p.m.**  
**The Common Roof Barrie – Board Room**  
**MINUTES**

### Attended:

Louise Paul (Chair) via teleconference  
 Kimberley Greenwood (Vice Chair) via teleconference  
 Phil Hough (Past Chair)  
 John Clarke  
 Anna Drexler  
 Kathryn Manners (Coordinator)  
 Julie McAlpine (Recorder)  
 Melanie McLearn  
 Melanie Slade Morrison  
 Stefanie Smith

### Regrets:

Item	Minutes	Motion/Action
1.	Welcome	
2.	<b>Approval of Minutes:</b> December 18, 2017	
3.	<b>Approval of the Agenda</b> • Declaration of Conflict of Interest	
4.	<b>Standing Agenda Reports:</b> <ul style="list-style-type: none"> <li>• Financial Report               <ul style="list-style-type: none"> <li>➢ Draft 2018-19 Proposed Budget</li> </ul> </li> <li>• Integrated Planning Table Report</li> <li>• Coordinator Report               <ul style="list-style-type: none"> <li>➢ 2018-2021 Strategic Plan</li> </ul> </li> </ul>	<p><b>Financial Report:</b>          Julie reviewed the financial statement for the period ending December 31, 2017. There was nothing out of the ordinary to report with regards to monthly expenses. Julie noted there was \$643.15 left in our operating revenue before we start having to dip into the reserves.</p> <p>We still have not heard anything from CRA with regards to the HST issue.</p> <p>A report on the state of the current financial situation will be provided at Council speaking to the impact the repayment to CRA of \$36,334 and the cost to develop a new strategic plan has had resulting in having to dip into our reserves.</p> <p><b>2018-19 Proposed Budget:</b>          Julie presented a proposed 2018-19 budget based on receiving the same amount in member fees as 2017/18, with no increase to membership fees and with a 3.5% increase, while maintaining the cost of current expenditures with</p>

Julie to follow up with BDO the end of January.

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	<p>the exception of a decrease in Contract Services (amount reflects 3 months of consultant fees). Members were reminded that this was a layman's presentation of the budget.</p> <p>If we continue with the same projected amount of membership fees received, we will experience a year end deficit in 2018/19 of approximately \$4000. If we increase membership fees by 3.5% we should be able to balance the budget.</p> <p>The impact of CRA's decision was discussed. If CRA still finds that we are ineligible to collect HST on membership fees, we have approximately \$15,000 from 2016 and \$1,200 in 2017 in HST collected that would have to be paid back to Coalition members. If we are found to be eligible to charge HST and can recoup the \$36,333 paid to CRA, we would be in a better financial situation; however, we will then have to invoice members for the applicable HST on their 2017 and 2018 membership fees.</p> <p>The membership recruitment drive was discussed as a means to increase revenue. We have sent letters out to seven prospective agencies.</p> <p><b>Motion:</b> Moved by John Clarke, seconded by Melanie Slade Morrison that a recommendation be made at Council to increase the 2018/19 membership fees by 3.5%.</p> <p><b>Integrated Planning Table Report (IPT):</b> Stefanie provided an overview of this month's IPT meeting where it was decided the table will focus on the developed of a warm transfer protocol between agencies and sectors in Simcoe County. A survey has been prepared to go out to intake workers next week, once the French translation is ready. The information obtained from the survey will serve as marker data, and help guide the IPT in developing an official protocol. The group is also looking at what else is already in place and pulling other resources to help develop the protocol. The plan is to have this ready to roll out by this June.</p> <p><b>Coordinator Report:</b> Kathy provided an update on the IPT work she has been doing with the County to develop a child/youth/family profile for Simcoe County, with the County of Simcoe. A family profile has been provided by the County for review. Work is also underway for a knowledge portal on the Coalition website to house information from tables/groups/networks.</p> <p>Kathy reported she was away for a couple of weeks and that many meetings in December were cancelled but are starting back up this month.</p>	<p>Include remarks regarding what the potential recoup of \$36,333 would be used for.</p> <p>John to follow up on letters. Kimberley to follow up with OPP.</p>

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	 <p>Coalition Coordinator Report December 201</p> <p><b>2018-2021 Strategic Plan:</b> The Strategic Plan Working Group met this morning. Kathy provided an update on the work that is underway. The impact survey related to the current strategic plan sent out to Coalition members before the holidays received a limited response i.e. 12 respondents (27%). It was suggested that a version of the survey be taken to next week's Council meeting to get a higher response rate. The group also proposed some edits to the Vision, Mission and Values, discussed the key elements of the escan and are looking at framework structures. Including some persona stories/testimonials in the new strategic plan is being considered and Kathy will interview Coalition members for this piece. Strategic Plans of member agencies will also be reviewed to see how their priorities align with Coalition priorities.</p> <p>Members of the Executive Committee discussed the proposed Vision, Mission and suggested Values. A discussion took place around the use of "inclusivity", "diversity" or "cultural uniqueness" in the Mission and noted the importance of ensuring the cultural element is not overlooked.</p>	<p>Kathy will include the proposed change to the Vision and modification of the Mission and suggested Values in the survey.</p>
5.	<p><b>Business Arising:</b></p> <ul style="list-style-type: none"> <li>• Safe Sleep Campaign</li> <li>• CYFS Act</li> <li>• 2018 Provincial Election</li> </ul> <p><b>Safe Sleep Campaign:</b> Defer to next meeting</p> <p><b>CYFS Act:</b> Defer to next meeting</p> <p><b>2018 Provincial Election:</b> We have not received anything from member agencies and Melanie will give a reminder at Council.</p>	<p>Deferred</p> <p>Deferred</p> <p>Add to February EC agenda.</p>
6.	<p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>• 2018/19 Membership Renewal Package</li> <li>• Award of Excellence Nomination Template</li> </ul> <p><b>2018/19 Membership Renewal Package:</b> Julie reviewed the updates to the 2018/2019 Membership renewal package. Wording needs to remain with regards to not charging HST and the possibility of a supplementary invoice pending CRA's decision. Two versions of the membership renewal package will be prepared, one including a 3.5% increase and one without, pending the decision at Council.</p> <p>A decision was made to not increase the \$100 meeting fee but the minimum membership fee will be increased to \$110 for a total \$210 minimum renewal fee.</p> <p>Discussion took place around the removal of the Section C piece as we have</p>	<p>Julie to prepare two versions with changes/revisions noted.</p> <p>John to check his</p>

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		<p>been unable to find this document. John had some recollection around this and will check his files and suggested checking with Sandy Thurston also.</p> <p>It was noted that we do not currently have a Treasurer as a member of the Executive Committee and the Memorandum of Association, as part of the renewal package, identifies the responsibility of the budget is in consultation with the Treasurer and Executive Committee. The Treasurer is a member of the Executive Committee, as identified in the Terms of Reference; this is redundant and the reference to Treasurer will be removed. This led to a discussion around having a Treasurer present at EC meetings and if this is the role of the Trustee or could be a member representative. Further discussion will take place at the next EC meeting and with James Thomson regarding his role as New Path Foundation Trustee for the Coalition.</p> <p><b>Note post meeting</b> – the Fiscal Trustee agreement refers to the Treasurer as being a representative of the Trustee.</p> <p>The “You Made It Happen” report that accompanies the membership renewal package was reviewed and a typo identified on page 2 under FASD re SCDSB. It was noted that there was a lot of good work done not being reflected in the highlights from Networks, Tables and Working groups and that we should reach out to get updates. We had requested this information previously but received limited response. It was also noted that each group should have one or two points as it is currently not balanced.</p> <p><b>Award of Excellence Nomination Template:</b> Defer to next meeting.</p>	<p>files, Louise to ask Sandy Thurston, and advise Julie.</p> <p>Add Treasurer/Fiscal Trustee Agreement to next EC agenda.</p> <p>Louise to send information from SNS.</p> <p>Deferred</p>
7.	<b>Review of Council Agenda January 25, 2018</b>	<p>Kathy reported on what the BANAC presentation was to include and that Gertie is now unable to attend. Brenda is working on getting a replacement but if is unable, a substitute presentation will need to be put in place.</p> <p>A co-chair of the Integrated Planning Table should provide the report regarding the warm transfer protocol.</p> <p>An additional 5 minutes will be added to Strategic Planning and the Election reduced to 2 minutes.</p> <p>The Executive Committee meeting adjourned at 1:50p.m.</p>	<p>Kathy to ask Brenda for confirmation by Wednesday.</p> <p>Stefanie to ask Chris Brens to present.</p> <p>Julie to update agenda.</p>

**Next Meeting: February 26, 2018, Barrie Common Roof, Boardroom, 165 Ferris Lane, Barrie**