



EXECUTIVE COMMITTEE MEETING

Thursday, January 19, 2017 – 11:30 – 1:30 p.m.
The Common Roof Barrie – Board Room
MINUTES

Attended:

Phil Hough (Chair)
 Louise Paul (Vice Chair)
 John Clarke (Past Chair)
 Sandra Cole (Coordinator)
 Anna Drexler

Julie McAlpine (Recorder)
 Melanie McLearn
 Brian Shelley
 Stefanie Smith

Regrets:

Melanie Slade Morrison
 Jacquie Ferguson

Guests: Glen Newby, CEO, New Path Youth and Family Services
 James Thomson, President and CEO, New Path Foundation

Item	Minutes	Motion/Action
1.	Welcome	Phil Hough welcomed everyone to the first meeting of the Executive Committee. A roundtable introduction took place.
2.	Approval of Minutes: November 17, 2016 Secretariat meeting December 8, 2016 Infrastructure meeting	Moved by Stefanie Smith, seconded by John Clarke, that the minutes from the November 17, 2016 Secretariat meeting, be approved. Moved by Brian Shelley, seconded by Anna Drexler that the minutes from the December 8, 2016 Infrastructure meeting, be approved.
3.	Approval of the Agenda • Declaration of Conflict of Interest	Moved by Brian Shelley that the agenda be approved. No conflicts of interest were declared.
4.	Standing Agenda Reports: • Financial Report ➤ Outstanding Member Fees ➤ 2017/2018 Draft Budget • Planning Table Report • Coordinator Report	Financial Report: Julie reviewed the financial report for the period ending December 31, 2016. There was no unusual activity; the only change to the statement was the usual monthly expenses. <u>Outstanding Member Fees:</u> Julie reported there are still two outstanding membership dues from 2016/17. One is expected to be paid in the next few weeks. A final request letter will be sent to the other agency by the Member Relations Officer, requesting payment of their outstanding fees if they wish to remain a member in good standing. <u>2017/2018 Draft Budget:</u> The 2017/2018 draft budget is to be presented to Council at the March meeting. Brian reported in the past, the representative of the Trustee would prepare the draft budget with input from the Coordinator, present it to Infrastructure where

Julie to forward the draft letter to Brian who will send the letter to the agency in default of their dues.

Julie to forward last year's draft budget to Brian and Sandra.

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	<p>a recommendation would be made for approval. In absence of a representative from the Trustee, as Brian is aware of the process, he will work with Sandra to develop the draft budget for presentation to the Executive Committee.</p> <p>It was noted that there may be some possible reductions that can be applied should it be necessary to show a deficit of \$40,000 due to the HST situation.</p> <p>Planning Table Report: Stefanie reported on the good discussion that took place at the January Planning Table meeting with regards to moving towards the new Integrated Planning Table. People were open, receptive, and pleased to see that this will be an action table vs. primarily information sharing.</p> <p>Lots of ideas were generated by Planning Table members which resulted in a draft Purpose being outlined, and the start of a draft Terms of Reference. Further discussion will take place at the February meeting. Other agenda items are being placed on hold while conversation takes place around what the Integrated Planning Table will look like.</p> <p>Coordinator Report: Sandra prepares a Coordinator's Report for the Planning Table. While looking at the format of the draft agenda for the Executive Committee, the Infrastructure Committee recommended Sandra share her Coordinator report with the Executive Committee also. From the Coordinator's perspective, there is an accountability aspect that this report provides.</p> <p>The Coordinator Report template was reviewed. The report includes the name of the table/network, date and highlights. Also included will be other things happening outside of meetings.</p> <p>The Coordinator's Report will be trialed for a couple of months to determine its usefulness and if any changes are required. A suggestion was made to add an additional column that links how the work being done supports the Coordinator's performance review.</p> <p>Sandra will give a verbal presentation of the highlights monthly and the actual report will be imbedded in the Executive Committee minutes.</p>	<p>Brian and Sandra will develop the 2017/18 draft budget for presentation to the Executive Committee.</p> <p>Julie to add an additional column to the Coordinator's Report, linking performance.</p>
5.	<p>Business Arising:</p> <p>As this is the first meeting of the new Executive Committee, there is no Business Arising.</p>	

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<p>6. New Business:</p> <ul style="list-style-type: none"> • HST/ITC Reassessment • Coalition Structure <ul style="list-style-type: none"> ➢ Executive Committee Terms of Reference <ul style="list-style-type: none"> ▪ Family/Lived Experience ➢ Next Steps • Trusteeship of Coalition <ul style="list-style-type: none"> ➢ Recommendation from Infrastructure Table • Safe Sleep Awareness Campaign • Innovation Funding through Georgian College • Executive Committee Meeting Format <ul style="list-style-type: none"> ➢ Agenda Template ➢ Recurring Meeting Date • 2017/2018 Membership Package/You Made it Happen • Coordinator Review of Provision of Services 	<p>HST/ITC Reassessment:</p> <p>Glen Newby and James Thomson were welcomed to the Executive Committee meeting to join in the discussion around a communication strategy and go forward action related to the HST/Input Tax Credit (ITC) reassessment from CRA.</p> <p>As the past Chair of the Infrastructure Table, Brian asked James to provide a recap on the history of this issue.</p> <p>James reported that on the initial audit CRA found that the Coalition should not have been collecting HST on its membership fees, nor did it qualify for HST rebates, and was to repay \$9000. A teleconference between the Infrastructure Table, Ken Edwards, former treasurer of the Infrastructure Table and James Thomson, then VP Strategic Directions of New Path Foundation, took place in August 2016, and a decision was made to pay the \$9000 to CRA and stop charging HST on membership fees going forward.</p> <p>CRA subsequently decided to do a full audit back to 2013 (HST has been collected since well before that time) and confirmed that as the Coalition was an unincorporated body, it should not have been claiming HST credits. An assumption had been made that the work of the Coalition came under the umbrella of New Path Foundation and as such, qualified it for HST rebates. When submitting claims quarterly, Ken Edwards had been incorporating the Coalition with New Path Foundation. He took the HST collected (revenue), looked at expenses, and the difference was remitted. If the amount was more it would be a wash and would stay in the account. Any amount owing would have been submitted to CRA. It is the ITCs that CRA is collecting back from the Coalition.</p> <p>A question was raised with regards to which line the HST rebate or ITC would show on the Coalition's monthly income statement, as it would be expected this would show as an increase to revenues. As Ken is the only person who understands the detail of this, James would have to ask him about this.</p> <p>Brian shared the recommendation that the Executive Committee, as part of its due diligence, has decided to hire an independent audit firm to review the HST matter and confirm the action to be taken so that we are able to provide a thorough report to Council members. Both Glen and James agreed with this recommendation and had planned to suggest this also. Glen and James will advise the auditor coming in next Tuesday that this is coming and to be ready to share information as requested.</p> <p>Brian reported no organization has come forward with regards to taking over</p>	<p>James to ask Ken to explain what line the rebate appears on the income statement.</p>

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	<p>the trusteeship, that we have some strategies in place to move forward, and the recommendation that New Path Foundation remain as Trustee until this matter is resolved. It was agreed by James and Glen that New Path Foundation will remain as Trustee until such time as the HST/ITC matter has been satisfactorily resolved.</p> <p>Louise and Brian will source an independent auditor to review the HST/ITC issue by next week. If the estimated fee is in excess of \$3,000 it is to be brought back to the Executive Committee. The scope of work is to include discussion with New Path Foundation and CRA auditors, and a report back to our members on findings and follow up action.</p> <p>MOTION: Moved by Melanie McLearn, seconded by Brian Shelley, that an external independent auditor be hired (up to a fee of \$3,000) to review the HST/ITC issue in order to report the findings and follow up action back to Coalition members. All in favour, no abstentions. Carried.</p> <p>A communication strategy was discussed. Brian will provide an update/FYI to Council members i.e. have met with New Path Foundation, hiring an auditor to review the issue and provide a report to Coalition members. We will continue to hold the members' HST cheques until we receive clarification from the external auditor how to proceed with them.</p> <p>James will send a letter to CRA advising that the Coalition is hiring an external auditor to review the matter and a request to hold further interest charges.</p> <p>Coalition Structure:</p> <p><u>Executive Committee Terms of Reference:</u> The Executive Committee Terms of Reference were approved at the November 24, 2016 Council meeting with some minor suggested changes. The changes were incorporated into the Terms of Reference and were reviewed by the Executive Council today for final approval.</p> <p>MOTION: Moved by Melanie McLearn, seconded by Brian Shelley, that the Executive Committee Terms of Reference be approved with the edits suggested at the Coalition Council meeting of November 24, 2016. All in favour, no abstentions. Carried.</p>	<p>Louise and Brian to source an independent auditor by next week.</p> <p>Louise to follow up with James that we receive a copy of the letter to the CRA.</p>

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	<p><u>Family/Lived Experience:</u> Inclusion of family/lived experience in the Executive Committee's membership was suggested at the November Council meeting. This suggestion went back to the Infrastructure Table who deferred the decision to the Executive Committee.</p> <p>A discussion ensued regarding where having lived experience representation makes the most sense. The Coalition is made up of a variety of organizations, and it would not be possible to have lived experience representation from everyone. Most organizations include the voice of lived experience as a guiding principle.</p> <p>There are other ways that lived experience can be included in a meaningful way eg. focus/task groups, surveys, etc. Decisions can be made at the committee level how to get that input. Sandra reported the Planning Table provides a tool to the working groups/networks when presenting on their annual updates that speaks to how children, youth, families, and people with lived experience are engaged.</p> <p>As the Executive Committee oversees the business of the Coalition, it was determined it does not make sense to have family/lived experience at this table, but it could be a guiding principle of the Coalition for members and working groups.</p> <p><u>Next Steps:</u> The inclusion of family/lived experience will be brought back to the Planning Table by Stefanie, as part of the discussion related to membership, or as a guiding principle.</p> <p>Trusteeship of Coalition:</p> <p><u>Recommendation from Infrastructure Table:</u> The Infrastructure Table recommended the Executive Committee consider the option of waiving the membership fee of the Trustee as an incentive to taking on this responsibility. The Trusteeship would not be transferred until the HST issue has been rectified.</p> <p>MOTION: Moved by Brian Shelley, seconded by Melanie McLearn, that the Executive Committee accept the recommendation of the Infrastructure Committee to waive the membership fee of the agency taking over the Trusteeship of the Coalition, once the HST matter has been cleared up. All in favour, no abstentions. Carried</p>	<p>Stefanie to bring family/lived experience to Planning Table for discussion and report back to Executive Committee.</p> <p>Add Trusteeship Incentive to Council agenda, once HST matter is resolved.</p>

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	<p>This incentive will be offered at Council once the HST matter has been resolved.</p> <p>Safe Sleep Awareness Campaign: During the roundtable updates at the November Council meeting, Carolyn Shoreman reported there had been an inquest/review whereby the Coalition was named in a recommendation from the Coroner related to partners coming together around a Safe Sleep Awareness Campaign.</p> <p>A discussion took place regarding what information/action is currently available and/or taking place. Phil has access to a report that he can share with Executive Committee members. Melanie will pull the information she has.</p> <p>An awareness campaign would need the support of other agencies and be proactive. A suggestion was made to strike a small group of interested members to discuss how to move the recommendation forward, spearheaded by Melanie Slade Morrison with Melanie McLearn's support.</p> <p>Innovation Funding through Georgian College: This item will be deferred until the next meeting.</p> <p>Executive Committee Meeting Format:</p> <p><u>Agenda Template:</u> The Executive Committee agenda template was reviewed with no changes at this time.</p> <p><u>Recurring Meeting Date:</u> Executive Committee meetings will be scheduled in place of the Secretariat meetings, on the third Thursday of each month from 12:00p.m. to 2:00p.m. (instead of 11:30am-1:30pm).</p> <p>Julie will contact Stacey to change the meeting bookings and will send out an updated meeting invite to EC members.</p> <p>2017/18 Membership Package/You Made It Happen: The 2017/18 Membership Package and You Made it Happen documents will be sent out to Executive Committee members electronically for review.</p> <p>Coordinator Review of Provision of Services: The Coordinator's Review for the Provision of Services will be taking place on Monday, January 23rd.</p>	<p>Phil to send Julie the report to share with EC members.</p> <p>Task Group on Safe Sleep to be started. Melanie McLearn to report this action item back to January 26th Council.</p> <p>Add Innovation Funding to next EC agenda.</p> <p>Julie to book the EC meetings from 12:00 to 2pm and send updated meeting invites to EC members.</p> <p>Julie to send Membership Package and You Made It Happen to EC members electronically, for review.</p>

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7.	Review of Exit Tickets from November 24, 2016 Council Meeting	The summary of the Exit Tickets from the November 24 th Council meeting were reviewed. An update will be provided to Council members at next week's meeting.	
8.	Council Agenda: January 26, 2017	<p>The agenda for the January 26, 2016 Council meeting was approved with the following changes:</p> <ul style="list-style-type: none"> • Brian, as Member Relations Officer, will present on the HST piece. • The Coalition presentation will be deferred as the Executive Committee did not have time to review it today. • Correct the spelling on Community <u>Connection</u>. • Melanie McLearn, as the Advocacy/Government Relations Officer, will present on the Safe Sleep Campaign. • Structure Update: include the Executive Committee met for the first time, the Planning Table is working on moving forward with the Integrated Planning Table i.e. developing the Purpose, working on the Terms of Reference, and will be discussing membership at the February meeting. <p>The meeting adjourned at 1:35 pm</p>	<p>Julie to make revisions to the Council agenda.</p> <p>Add Coalition presentation to next EC agenda.</p>

Next Meeting: Thursday, February 16, 2017, 12:00pm – 2:00p.m., The Common Roof, Boardroom