



EXECUTIVE COMMITTEE MEETING

**Thursday, November 20, 2017 – 12:00 – 2:00 p.m.
The Common Roof Barrie – Board Room
MINUTES**

Attended:

Kimberley Greenwood (Vice Chair)
Anna Drexler
Kathryn Manners (Coordinator)
Julie McAlpine (Recorder)
Melanie Slade Morrison
Stefanie Smith

Regrets:

Louise Paul (Chair)
John Clarke
Phil Hough (Past Chair)
Melanie McLearn

Item	Minutes	Motion/Action
1. Welcome	<p>Kimberley welcomed everyone and thanked members for their attendance at today's meeting. As there was no quorum for today's meeting, some items may be deferred or sent for electronic approval, as necessary.</p> <p>The participation of members at this table is greatly appreciated and it was noted that unforeseen circumstances can arise resulting in member's being unable to attend at the last minute. Therefore, members are reminded to please respond to Julie's email confirming attendance at meetings so that we are aware of the number of members who will be in attendance.</p>	
2. Approval of Minutes: June 15, 2017 and October 16, 2017	As there was no quorum, the June minutes will be sent out to the two members who were in attendance at that meeting for approval. The approval of the October 16, 2017 minutes will be deferred to the next Executive Committee meeting.	The June 15/17 minutes will be sent for electronic approval. Add October 16/17 minutes to next agenda.
3. Approval of the Agenda • Declaration of Conflict of Interest	<p>No conflicts of interest were declared.</p> <p>Kathy requested an addition to the agenda regarding a request from Catholic Family Services regarding Shared Space.</p>	
4. Standing Agenda Reports: • Financial Report ➤ Membership Fees Update ➤ HST/ITC Reassessment • Integrated Planning Table Report • Coordinator Report	<p>Financial Report: Julie reviewed the financial statement for the period ending October 31, 2017. There were some small additional expenses for the purchase of the trophy for the Collaboration Champion award and website fees for two years' registration of the Coalition domain name, in addition to the usual monthly expenses.</p> <p>Julie sends the financial report to James Thomson for his review and he noted that the Fund Balance Forward amount does not reconcile with the bank</p>	James to ask the accountant to look at

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	<p>statement. Julie determined that it appears to have never balanced to the bank statement and looks like it was related to specific pots of funding money. If the Fund Balance is to reconcile with the bank statement, changes would be needed to the Financial Report as the expenses do not include HST.</p> <p><u>Membership Fees</u> All member agency fees have been received; one partial payment is outstanding.</p> <p><u>HST/ITC Reassessment</u> In followup with BDO regarding a response from CRA to our submission in June, Ken Garth advised CRA could not find the information and refaxed the documentation to CRA on October 31st.</p> <p>Integrated Planning Table Report: Stefanie and Kathy reported the Integrated Planning Table (IPT) is going through a process to set priorities and develop a workplan. Two themes have emerged, Families as Navigators and Transitions. IPT members will be asked to vote on which one they would like to work on. Some quick wins were also identified and include developing a child, youth family profile in Simcoe County and developing a knowledge portal on the website.</p> <p>As directed by the Executive Committee, a discussion on RBA took place at the last IPT meeting and some groups reported they are still using the RBA framework and will continue to do so, while others would give it up. The County and United Way are hosting some RBA training. Some updates from working groups have been received and a discussion took place with regards to working groups providing updates twice a year (December/June) through a template, linked to the strategic plan, which could be uploaded to the Coalition's website. Those wishing to continue to use RBA could do so.</p> <p>Coordinator Report: Kathy reported on supporting Early Year and Triple P re their planning events.</p> <p>Kathy also discussed the County's presentation to IPT on the 2016 Census data for Simcoe County, related to the table's goal of developing a profile for child, youth and families in Simcoe County. Everyone from the Coalition would be able to use this information.</p> <p>Kimberley spoke about a "Village of 100" project that has data that might be useful and will share the link. https://www.barrie.ca/Living/Pages/Village100.aspx</p>	<p>the statement when doing New Path Foundation's audit.</p> <p>Kathy to find out who the rep is at the County supporting RBA training, for interested members.</p> <p>Kimberley to send link to Julie.</p>

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		<p>Kathy also updated on the work being done through Moving On Mental Health building a scenario re single access and looking at hosting an interactive scenario in January. Would be looking for the Coalition's support with this.</p>  <p>Coalition Coordinator Report November 2017</p>	
5.	<p>Business Arising:</p> <ul style="list-style-type: none"> • Members' Report • Safe Sleep Campaign • CYFS Act • 2018-2021 Strategic Plan • Communication Plan • Awards and Recognition Process 	<p>Members' Report: The 2017 Members' Report had been sent out with the meeting package for review prior to the meeting.</p> <p>The report was approved by Stefanie and seconded by Melanie with all present in approval. An electronic vote will go out to the rest of the Executive Committee members so that the report is approved prior to the Council meeting.</p> <p>Safe Sleep Campaign: Deferred</p> <p>CYFS Act Deferred</p> <p>2018-2021 Strategic Plan: Kathy provided an overview of the first meeting of the Strategic Plan working group on November 14th which included a good discussion around refreshing or building a new plan, the Vision/Mission and membership of the working group. An impact survey will be created and sent to Coalition members.</p> <p>There was very little memory of the last plan and we have been unable to find the whole final plan.</p> <p>It was identified that some members were missing from the working group including the Coalition Chair and/or Vice Chair, a data perspective and a representative from IPT. Georgian college has a graphic group, or a student, that could be asked to come in at the end.</p> <p>Communication Plan: Melanie reported on the meeting with herself, Kathy and Julie to revise the Communication plan that had been developed by Alison LaMantia. They are looking for direction with regards to the workplan on what can be worked on now vs. waiting for the new strategic plan in terms of rebranding, meeting accessibility guidelines, social media, visual assets library, etc. As some tactics have a cost associated, we should consider budgeting for this next</p>	<p>Julie to send out electronic vote for approval of the 2017 Members report.</p> <p>Add Safe Sleep Campaign and CYFS Act to next agenda.</p> <p>Kathy to request new members join the working group.</p>

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	<p>fiscal year.</p> <p>It was discussed reaching out to Georgian College the end of January for assistance with the plan or, working with a student and providing an honorarium.</p> <p>The revised Communication Plan was approved in principle with the awareness that the new strategic plan will drive rebranding and being conscious of dollar values assigned to action items.</p> <p>Awards and Recognition Process: A discussion took place around the lack of nominations and how to streamline the nomination process to make it less onerous. It was suggested having one award of excellence, based on collaboration/individual.</p> <p>An on-line template with three reasons why nominating was suggested. The Coordinator would contact the nominator and complete the nomination form with them. These nomination forms will be used by the Nomination Committee to make a recommendation.</p>	<p>Julie to revise workplan to illustrate what working on first at the top of the list.</p> <p>Julie and Kathy to draft the template for further discussion at the January EC meeting.</p>
6.	<p>New Business:</p> <ul style="list-style-type: none"> • Coalition Presentation Template • Future Hot Topic Suggestions • Susan Carmichael Retirement <p>Coalition Presentation Guidelines: It had been previously suggested that a template be developed for use by presenters to Council. In reviewing the draft presentation template, it was decided that it was not a feasible expectation in that some agencies have their own templates based on their branding, system logistics, etc.</p> <p>It was discussed that the amount of time needed for a Hot Topic presentation be decided by the Executive Committee. If there is an interactive component 45 minutes would be allotted, otherwise they will receive 20 minutes.</p> <p>Future Hot Topic Suggestions: It was discussed driving the themes of Hot Topic presentations to be more strategically driven.</p> <p>Current Hot Topic ideas were discussed: Indigenous Reconciliation Trillium funding to School Board re Circles Georgian College /City of Barrie Triple P Ad campaign Marijuana Legislation (City of Barrie to be one of the storefront locations)</p> <p>Catholic Family Services is looking for new space and is working with a developer in the Health Care field to create shared space connected to Community Health Centres. They wondered if there would be interest in having the developer present on the philosophy of shared space.</p>	<p>Kathy to inform Michelle Bergin of the decision.</p>

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		<p>It was felt it would be more appropriate if they host a meeting and invite Coalition members.</p> <p>Indigenous Reconciliation will be scheduled for the January Council meeting. Kathy spoke about an article from Imagine Canada and how not-for-profits can play a role. Kathy will reach out to Brenda Jackson to determine what she would like to see happen at Council and also connect with Melanie McLearn.</p> <p>The Circles presentation will be scheduled for the March Council meeting.</p> <p>We also need something from the ministry regarding the Child Youth Family legislation. The Triple P ad campaign for Simcoe County will be an update vs. a Hot Topic.</p> <p>Susan Carmichael Retirement: It was announced at the last Council meeting that Susan Carmichael will be retiring the end of December. A letter of appreciation will be sent from the Coalition, as outlined in our Service Recognition Guideline.</p>	<p>Kathy to forward Reconciliation article to EC and contact Brenda Jackson for January presentation. Kathy to confirm Circles presentation for March. Kathy to advise Triple P of decision for update.</p> <p>Julie to draft letter.</p>
7.	Review of Draft Council Agenda November 23	The draft agenda for the November 23 rd council meeting was reviewed with no changes.	

Next Meeting: December 18, 2017, Barrie Common Roof, 165 Ferris Lane, Barrie