



EXECUTIVE COMMITTEE MEETING

Thursday, October 16, 2017 – 12:00 – 2:00 p.m.
The Common Roof Barrie – Board Room
MINUTES

Attended:

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

Regrets:

Anna Drexler

Item	Minutes	Motion/Action
1.	Welcome	Louise welcomed everyone to the meeting.
2.	Approval of Minutes: June 15, 2017 and September 18, 2017	The minutes from June 15 th were unable to be approved until the original two members of the meeting are present. Moved by Kimberley Greenwood, seconded by Stefanie Smith that the minutes from the September 18 th Executive Committee meeting be approved.
3.	Approval of the Agenda • Declaration of Conflict of Interest	No conflicts of interest were declared. Julie requested the MoA-Schedule C item be moved under Membership Fee Update and Member Recruitment be added to Business Arising.
4.	Standing Agenda Reports: • Financial Report ➤ Membership Fees Update ➤ HST/ITC Reassessment • Integrated Planning Table Report • Coordinator Report	Financial Report: Julie reviewed the financial statement for the period ending September 30, 2017. There were just the usual monthly expenses for independent contractor fees and catering charges. Going forward, the amount of food ordered for Council meetings will be reduced to reflect the number of people attending. <u>Membership Fees</u> Julie reported we are fairly close to the same time last year for membership renewal fees received. Two agencies' fees remain outstanding along with one partial payment. One member agency flagged they are unable to sign the Memorandum of Association due to the reference to a Schedule C. They need this reference removed or have it included in the document. The reference will be removed and the MoA resent to the agency for signature. This reference will also be removed from next year's Membership Renewal Package.

Melanie McLearn to follow up on SMFC dues.

Julie to remove reference and resend MoA to agency and remove reference for next year's Renewal Package.

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	<p><u>HST/ITC Reassessment</u> We have heard nothing back from CRA regarding our submission in June. Ken Garth was to have contacted CRA but we have heard nothing further.</p> <p><u>Data Consortium Fees</u> Kathy advised she received an email from Irena Pozgaj-Jones from the County of Simcoe that the County will be paying the \$6200 Community Data Program fees paid by the Coalition Council on behalf of its members in the past, and asking how this should be communicated.</p> <p>A letter will be sent to the County thanking them and advising this will be communicated to the Integrated Planning Table and Council</p> <p>Integrated Planning Table Report: Stefanie provided an update on the Integrated Planning Table's meeting last week. A summary of themes from discussions at the first meeting were presented, resulting in some potential ideas for a project or work goal of IPT. A conversation took place around what data the Data Consortium could pull to help determine next steps. A plan is needed by November.</p> <p>As discussed at the September EC meeting, Stefanie sent an email to co-chairs of the working groups/tables for updates on their RBA work and received one response. A discussion of RBA ensued. People want to know what is happening with RBA and some direction is needed. It would be good timing to look at a new tool while working on the new strategic plan.</p> <p>A fulsome discussion is needed at IPT for a recommendation to EC of what to do with RBA. We will also find out what the County of Simcoe and York's position is around RBA.</p> <p>Coordinator Report: Kathy is still attending meetings and trying to determine which groups make sense to attend. Kathy is also doing some work on capacity building to bring the voice of lived experience to tables and is looking for approval to coordinate efforts amongst tables i.e. is there a way we can offer suggestions/tools. A discussion ensued regarding the role of the Coalition in this area.</p> <p>A suggestion was made to consider doing a pilot with one group that is struggling with voices of lived experience to see if it could be sustained across the tables.</p> <p>Kathy is also looking at collaboration continuums and if we should have some definitions, collaboration/integration tools to help people.</p>	<p>Julie to follow up with Ken Garth at BDO.</p> <p>Julie to draft letter on behalf of Louise.</p> <p>Add RBA to IPT November agenda.</p> <p>Stefanie to speak to Lora D'Ambrosio and Kathy will followup with York.</p> <p>Louise to send an example to Kathy.</p>

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5.	<p data-bbox="730 203 930 321">  Coalition Coordinator Report October2017.d </p> <p data-bbox="201 334 663 618"> Business Arising: <ul style="list-style-type: none"> • Member Relations Officer Vacancy • Members' Report • Approval of Electronic Motions • Safe Sleep Campaign • 2018-2021 Strategic Plan • Communication Plan • Attendance at Council Meetings • Coalition Member Recruitment </p> <p data-bbox="730 334 1654 423"> Member Relations Officer Vacancy: Louise advised that John Clarke is willing to come on as the Members Relation Officer. </p> <p data-bbox="730 456 1633 513"> An electronic motion for was sent out post-meeting approving John Clarke as the Member Relations Officer. </p> <p data-bbox="730 545 1598 667"> Members' Report: Julie had sent the Members' Report out to members for review prior to the meeting. There are still a couple of areas in the report that need to be completed i.e. Strategic Plan and the Report Card. </p> <p data-bbox="730 699 1644 789"> Last year, Sandra sent out an email to tables/working groups/initiatives asking for one or two sentences highlighting their group's work for the year. We will do this again under Stefanie and Chris' signatures as co-chairs of IPT. </p> <p data-bbox="730 821 1507 878"> Safe Sleep Campaign: This will be deferred to the next meeting as the group has not met. </p> <p data-bbox="730 911 1591 1000"> 2018-2021 Strategic Plan: Kathy provided an overview of her audit of the previous strategic planning information and a timeline. </p> <p data-bbox="730 1032 1650 1154"> Melanie McLearn was a member of the last strategic planning committee and added her comments regarding the process, especially around the struggle trying to define resiliency, and spoke about the amount of stakeholder feedback and raw data that was collected. </p> <p data-bbox="730 1187 1650 1308"> Kathy recommends not repeating the work around the scans/data although we might want to consider validating it, streamlining the process, and filling in the gaps. A discussion took place around harvesting the important documents as a good starting point. </p> <p data-bbox="730 1341 1650 1520"> John Clarke, Susan Carmichael, Susan Cole and Melanie were involved in the previous strategic planning. Anna Drexler has also indicated her interest in participating in the working group. In discussing how to resource the planning process, the benefit of using some of the same members was acknowledged. A working group including Anna, Melanie and John, with Kathy's support was suggested. An invitation for Council members also interested in participating </p>	<p data-bbox="1682 699 1923 821"> Julie to draft/send email to co-chairs of tables/working groups. </p> <p data-bbox="1682 854 1892 943"> Add Safe Sleep Campaign to next agenda. </p> <p data-bbox="1682 1341 1934 1520"> Julie to send email to Council members on behalf of Louise re interest in participating in a Strategic Planning </p>

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	<p>in forming a working group will be sent out on behalf of Louise.</p> <p>Kathy's role in the strategic planning will go to an in-camera discussion.</p> <p>Communication Plan: The Communication Plan was sent out to members for review prior to the meeting. A lot of the tactics still look relevant; some have costs attached, but some updating is needed.</p> <p>It was discussed getting the plan in line and primed ready for when we have the Strategic Plan. Kathy and Julie, with assistance from Melanie Slade Morrison, will review the current plan and add a Tactics column, indicate what has been done, prioritize what we want to do, and include budget amounts.</p> <p><u>Website Update</u> Julie advised there are some updates needed to the member agency logos on the scrolling bar of the Coalition website. These changes are only able to be made by the administrator who advised a cost of \$45/hour for approximately 2-3 hours of work.</p> <p>It was decided to wait to make updates until January as we are currently looking at adding some new members.</p> <p>Attendance at Council Meetings: Julie presented a chart that included the numbers of members in attendance at meetings and a breakdown of the meetings attended by agency since 2015. Some revisions were requested and Julie was asked to resend the graph to members.</p> <p> Coalition Meeting Attendance.docx</p> <p>Coalition Member Recruitment: This item was tabled for review by the Member Relations Officer.</p>	<p>work group.</p> <p>Julie to add Tactics column to Plan. Review/update current Plan.</p> <p>Julie to advise agency(ies) and Mahendra Patel that updates to logos will be made in January.</p> <p>Julie to make revision to chart and send to members.</p> <p>Member Relations Officer to review letters.</p>
6.	<p>New Business:</p> <ul style="list-style-type: none"> • Revised Processes <ul style="list-style-type: none"> ➤ Annual Awards and Recognition ➤ Annual Membership Renewal ➤ Call for Trustee ➤ Annual Call for Vice-Chair ➤ New Member Application <p>Revised Processes: The revised processes were sent out for review as part of the Consent Agenda. All were approved with the exception of the Awards and Recognition Process which will be brought back for review.</p> <p>Motion: Moved by Melanie Slade Morrison, seconded by Kimberley Greenwood that the revisions to the following processes be approved:</p>	<p>Add Awards and Recognition process to future EC agenda.</p>

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	<p>Process</p> <ul style="list-style-type: none"> ➤ Request for Resources • 2018 Election • Child Youth Family Services Act • Exit Ticket Results – September 28/17 	<ul style="list-style-type: none"> • Annual Membership Renewal • Call for Trustee • Annual Call for Vice-Chair • New Member Application Process • Request for Resources <p>All in favour. Carried.</p> <p>2018 Provincial Election: In past elections, the Coalition prepared questions for parties and attended all-candidates meetings.</p> <p>This falls under the role of the Advocacy/Government Relations Officer and Melanie will ask for input from Council members at the November meeting.</p> <p>Child Youth Family Services Act: There was some suggestion at the last Council meeting that the Coalition get involved eg. creating training opportunities, Advocacy, voice of the child as a focus in the new strat plan. Training would fall under the Ministry's responsibility.</p> <p>This item will be brought back for further discussion/updates.</p> <p>Exit Ticket Results – September 28/17: The results of the September 28th exit tickets were reviewed. The interactive portion of the meeting was well received and is a good format to consider moving forward.</p>	<p>Add 2018 Provincial Election to Council agenda.</p> <p>Melanie to follow up with Danette Blue regarding training.</p> <p>Add CYFS Act to next EC agenda.</p>
7.	Review of Draft Council Agenda November 23	<p>The draft agenda for the November 23rd council meeting was reviewed with some changes indicated.</p> <ul style="list-style-type: none"> • HST and Structure updates to be removed if nothing new to report • Reflect as <u>Provincial</u> Election for clarity <p>Motion to go in-camera regarding the role of the Coordinator in the Strategic Plan moved by Stefanie Smith, seconded by Melanie Slade Morrison.</p>	

Next Meeting: November 20, 2017, Barrie Common Roof, 165 Ferris Lane, Barrie