



EXECUTIVE COMMITTEE MEETING

Monday, October 15, 2018 – 12:00 to 2:00 p.m.
Barrie Common Roof, 165 Ferris Lane, Barrie
MINUTES

Attended		Regrets
Melanie McLearn (Vice Chair)	Kathryn Manners (Coordinator)	Kimberley Greenwood (Chair)
Louise Paul (Past Chair)	Julie McAlpine (EA)	John Clarke
Chris Brens	Melanie Slade Morrison	
Anna Drexler	James Thomson	
Yves Levesque		

	Item	Minutes	Motion/Action
1.	Welcome	As Kimberley was unable to attend, Melanie McLearn chaired the meeting.	
2.	Consent Agenda: Approval of Minutes: September 17, 2018 Approval of the Agenda	Approval of Minutes/Agenda: Motions: Moved by Melanie Slade Morrison, seconded by Anna Drexler, that the Executive Committee minutes of September 17 th , 2018 be approved. All in favour, carried. Moved by Louise Paul, seconded by Melanie Slade Morrison, that the Executive Committee Agenda of October 15 th be approved. All in favour, carried.	
3.	Declaration of Conflict of Interest	None declared.	
4.	Standing Agenda Reports: <ul style="list-style-type: none"> • Financial Report <ul style="list-style-type: none"> ➤ Membership Fee Update ➤ Fiscal Trustee Agreement • Officer Reports <ul style="list-style-type: none"> ➤ Member Relations Officer ➤ Integrated Planning Table <ul style="list-style-type: none"> ▪ Warm Transfer Guideline ▪ Process for Work Undertaken by IPT ➤ Advocacy/Government Relations Officer Vacancy • Coordinator Report <ul style="list-style-type: none"> - 2018-2021 Strategic Plan 	Financial Report: Julie provided the financial report for the period ending September 30, 2018 which included the usual monthly independent contractor, catering and website expenses. <u>Membership Fees Update</u> All 2017/18 HST repayments have now been recovered. Two 2018/19 membership renewal fees remain outstanding. Fiscal Trustee Agreement James advised that the Foundation's auditors want to ensure the Foundation is acting in accordance with the Fiscal Trustee Agreement and recommended the Agreement be updated. James had added some comments to the Agreement which were brought forward for discussion. Comment #1 in relation to assistance with seeking funding will be left in based on the potential for leveraging Foundation resources.	John to follow up on outstanding fees.

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	<p>Currently, there is no separate audit for the Coalition. It was noted that a separate audit would result in an increased expense for the Coalition and that based on the activity of the account, is not considered necessary. The risk to the Trustee was brought forward and James is aware and accepting of this.</p> <p>James referenced \$5800 that is on the Foundation's book, which needs to be reconciled.</p> <p>Point 8 under Project Financials will be changed to a maximum of 10% administrative fee, based on the project.</p> <p>Wording will be changed to consistently reflect Coordinator and Executive Assistance.</p> <p>Motion: Moved by Louise Paul, seconded by Melanie Slade Morrison that the revised Fiscal Trustee Agreement be approved with the changes noted. All in favour, approved.</p> <p>Officer Reports: <u>Member Relations Officer</u> In John's absence, Julie provided an overview of agencies that were in the process of being recruited to become member agencies.</p> <p><u>Integrated Planning Table (IPT)</u> Chris introduced himself and Yves, and both provided a brief bio.</p> <p>Chris provided an overview of the last IPT meeting. Chris spoke about the closing of the TAYSoS Partnership and bringing together the relevant planning tables in in Simcoe County to ensure this cohort does not get lost. The membership of IPT was reviewed and updated. Kathy helped the group look at what work they wanted to focus on based on the new strategic plan. The next steps of the Warm Transfer Guidelines will involve reaching out to some agencies to participate in the demonstration project.</p> <p><u>Advocacy/Government Relations Officer</u> There have been no responses related to filling this vacancy. Melanie McLearn did reach out but was unsuccessful. Discussion ensued and members are asked to let Melanie know of any suitable candidates who could be recruited.</p> <p>Coordinator Report: <u>Strategic Plan Workplan</u></p>	<p>James and Julie to work on this.</p> <p>Melanie to followup with South Simcoe Police.</p> <p>Contact Melanie with any potential candidates.</p>

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	<p>The Strategic Plan has been approved by Council and Kathy has started to go out to present it to groups and how it aligns with their work. The Plan on a Page was reviewed and members liked how it looked.</p> <p>Kathy provided an update on the strategic plan. The next part of the work is to determine how to show impact and what the work is under each of the Priorities. Kathy highlighted what she has heard at meetings and in discussion with IPT, and how that work fits under each of the Priorities.</p> <p>A discussion on the shift in the political landscape took place and Louise recommended reading the report by Ernst Young on Managing Transformation. This could be a rich conversation at Council i.e. moving/ applying collective resources to problems as a collection of agencies; what can the Coalition do; what are the outcomes.</p> <p>Kathy was looking for direction with regards to knowing what type of strategic planning conversations should take place at each table and discussion took place around the role of each Coalition table in relation to the Strategic Plan. IPT could identify what aspects of the strategic plan are doable over the next three years. Oversight on Coalition advancement and sustainability and advocacy for system change lands with the Executive Committee. Hone in on key aspects wanting to work on, what is important in our community. The voice of the Coalition falls within branding – suggestion to do a video.</p> <p>At the next Executive Committee and IPT meetings, identify the key issues for children, youth and families in Simcoe County and how to communicate/ dashboard them. Look at what, as a collective, we should focus us especially when there is an audit report or recommendation - could become a call to action.</p> <p>Also discussed having the right processes/structure in place to respond; does the Executive Committee take on a more proactive role i.e. identify what is impacting organizations in the next 3-5 years and what action the Coalition can take to move forward/build capacity within the system to respond, align with the government eg. look at funding for shared services model.</p>	<p>Add Plan on a Page to website.</p> <p>https://files.ontario.ca/ey_report_2018_en.pdf</p> <p>Add Identification of Child/Youth/Family Key Issues to next Executive and IPT agendas.</p> <p>Kathy to bring back organizational efficiency models and dashboard/impact frameworks.</p>
5.	<p>Business Arising:</p> <ul style="list-style-type: none"> • Council Attendance Improvement Plan <p>Council Attendance Improvement Plan</p> <p>It was suggested at the last meeting having conversations with member agencies for input on Council meetings and ideas for improvement.</p> <p>Julie reviewed a chart summarizing agencies that are struggling with attendance at Council meetings.</p> <p>It was noted the meeting date can be a conflict for some; agencies can send a proxy but capacity can be an issue for smaller organizations. Members may be representing other tables when attending Council and reporting back.</p>	

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	<p>At the last meeting, we came up with some questions to ask members and the idea was to come up with a proposal how to reach out to members to ask these questions to determine the best way to move forward.</p> <p>Attendance is trending down. We need to ask all agencies, not just those not attending, are they getting value from the Coalition.</p> <p>By choosing issues important to the Coalition, having a dashboard, members would need to be at meetings to be part of the strategic conversations i.e. call to action. From the discussions around the Coalition structure, Council was to be a decision making table, with senior members in attendance. The Executive Committee identifies action items from the Strategic Plan for IPT to work on. IPT brings their ideas forward to Executive and to Council for discussion/decision if want to move forward collectively, and who is in or out.</p> <p>The Hot Topics being presented at Council come to Executive Committee for approval and should align with the strategic plan, Coalition work, and have a call to action, not just provide information. Some guiding questions around what strategic direction the presentation relates to and what is the call to action were discussed. Kathy could work with presenters to help them prepare so are able to respond to the guideline questions in their presentation.</p> <p>Discussed initiatives such as the Coroner's Report or Warm Transfer Guideline being brought to Council as a way for members to see the value and get on board.</p> <p>Information updates at Council were discussed. This information is important to members but it could be more tightly contained, just hitting the highlights.</p>	<p>Chris will follow up with agency where he sits on the board.</p> <p>John and Kathy to reach out to agencies.</p> <p>Hot Topics to be approved at Executive Committee.</p> <p>Kathy will put information discussed together and report back to Executive.</p>
<p>6. New Business:</p> <ul style="list-style-type: none"> • Executive Committee Terms of Reference • Request for Coalition Endorsement Process • Award of Excellence • CAPC 25th Anniversary – Nov. 5/18 	<p>Executive Committee Terms of Reference The revisions to the Executive Committee Terms of Reference were reviewed. Wording will be changed to reflect Coordinator and Executive Assistant consistently.</p> <p>Motion: Moved by Chris Brens, seconded by Melanie Slade Morrison that the Executive Committee Terms of Reference be approved with the changes indicated. All in favour; carried.</p> <p>Request for Coalition Endorsement Process The Request for Coalition Endorsement Process and Criteria for Endorsement Motions at Coalition Council were reviewed with some revisions suggested. The revised process will be sent out for electronic approval.</p>	<p>Julie to update the process and send to Executive Committee for electronic approval.</p>

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	<p>Award of Excellence Due to scheduling, a recommendation for the Award of Excellence cannot be brought forward today but the Nomination Committee is meeting tomorrow and a recommendation will be sent through for electronic approval in order to present the award at the November Council meeting.</p> <p>Kathy provided an overview of the two nominations received. The nomination process was changed this year in the hopes of obtaining additional nominations. The process needs to be reviewed again.</p> <p>CAPC 25th Anniversary CAPC is celebrating their 25th Anniversary on November 5th at Barrie City Hall and greetings will be brought forward from the Coalition.. Melanie provided a background of the program, which was one of the Coalition's first initiatives.</p>	<p>Recommendation to be sent out for electronic approval.</p> <p>Kathy to ask Lesley about bringing greetings. Melanie to ask Kimberley if able to attend to bring greetings.</p>
7.	<p>Review of Draft November Council Agenda</p> <ul style="list-style-type: none"> • Review of Exit Ticket – Sept. 20 <p>Julie shared the exit ticket results from the Council meeting of September 20th.</p> <p>Motion to adjourn moved by Chris Brens, seconded by Louise Paul.</p>	

Next Meeting: November 19, 2018, 12:00pm to 2:00pm, Barrie Common Roof, 165 Ferris Lane, Barrie