



EXECUTIVE COMMITTEE MEETING

**Monday, December 17, 2018 – 12:00 to 2:00 p.m.
Barrie Common Roof, 165 Ferris Lane, Barrie
MINUTES**

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

Item	Minutes	Motion/Action
1. Welcome	Kimberley welcomed everyone to the meeting and asked everyone to share a Christmas tradition.	
2. Consent Agenda: Approval of Minutes: November 19, 2018 Approval of the Agenda Approval of Coordinator and Executive Assistant Job Description	Approval of Minutes/Agenda: Motions: Moved by Chris Brens, seconded by John Clarke, that the Executive Committee minutes of November 19 th , 2018, be approved. All in favour, carried. Moved by John Clarke, seconded by Chris Brens, that the Executive Committee Agenda of December 17 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 • Officer Reports <ul style="list-style-type: none"> ➤ Member Relations Officer <ul style="list-style-type: none"> ▪ Value of the Coalition ➤ Integrated Planning Table <ul style="list-style-type: none"> ▪ Warm Transfer Demonstration Project ▪ Child Youth Mental Health Planning Tables' Meeting ➤ Advocacy/Government Relations Officer <ul style="list-style-type: none"> ▪ Advocacy/Government Relations Officer Vacancy ▪ Repeal of Child Advocacy Office/Cancellation of 	<p>Financial Report: Julie provided the financial report for the period ending November 30, 2018, which included the usual monthly independent contractor, catering and website expenses.</p> <p><u>Membership Fees Update</u> Only one 2018/19 membership renewal fee remains outstanding and this agency has been in touch to advise they will be re-engaging with the Coalition and forwarding their membership fees.</p> <p>Officer Reports: <u>Member Relations Officer</u> John reviewed the Value of the Coalition responses that came out of the last Council meeting. John will do a small presentation on the results at the next Council meeting along with an exercise around who is missing from Council. It was suggested including background information to help lead members through this exercise. John will combine this information and bring back for review.</p>	Add Value for Coalition/Membership Recruitment to Council Agenda.

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<p>French Language University/French Language Commissioner's Office</p> <ul style="list-style-type: none"> • Coordinator Report <ul style="list-style-type: none"> ➤ Poll Results ➤ Strategic Workplan 	<p>Kathy identified the themes she pulled out from the Values which included networking, partnerships, resource sharing, learning from each other, advocating together and building capacity.</p> <p><u>Integrated Planning Table (IPT)</u> <u>Warm Transfer Demonstration Project</u> Although Chris was not at the last IPT meeting, he provided an overview of the ongoing work. A small group is starting a soft launch of the Warm Transfer Demonstration project until the end of January, tracking what type of warm transfer is being used.</p> <p><u>Child Youth Mental Health Planning Tables' Meeting</u> Chris and Kathy reported on the meeting of the child youth mental health planning table chairs which took place on November 19th, including New Path and Hands (MOMH Lead Agencies), Waypoint, TAYSoS and IPT co-chairs.</p> <p>With the TAYSoS table being dissolved, the focus of the meeting was for these groups to look how to move forward working and planning together as one table and not lose the TAY work. Many of these tables have a mental health focus. Kathy will be doing some mapping and Chris will be setting up another meeting for members to identify what this could look like as if new money comes through for children and youth mental health.</p> <p><u>Advocacy/Government Relations Officer Vacancy</u> A discussion took place around identifying anyone we can approach to take on this role. Some people were identified who have an interest but not the time. One person was suggested and John will reach out to determine their interest or if they know of anyone else we could approach.</p> <p><u>Advocacy Issues</u> Deferred</p> <p>Coordinator Report: <u>Poll Results</u> The poll results for IPT, Executive Committee and Council were shared with IPT to help that table decide what work to allocate on the workplan. Kathy reviewed the results of the three polls.</p> <p> IPT-EC-Council Workplan Poll Results</p>	<p>John to contact agencies who have not attended the last six meetings.</p> <p>John to reach out to suggested member.</p>

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	<p><u>Strategic Workplan</u> The Cultural Competency Action was discussed. IPT is interested in taking on some of this work. We will be having a presentation at the next Council meeting around Anti-Racism, #ItStarts and competency training.</p> <p>Supporting child and youth mental health initiatives with advancing early child mental health Under Collective Action could be merged. IPT is interested in doing something around this. A couple of actions did not get any votes. The warm transfer and value for Coalition are already being actioned.</p> <p>The Briefing/Advocacy action under System Change was discussed. The poll results indicated there is more interest in developing a briefing tool vs. an MPP roundtable. An Advocacy/ Government Relations Officer could assist with identifying key issues and concerns.</p> <p>The creation of a dashboard under Community Wisdom was discussed as joint work shared by IPT and the Executive Committee. We need to understand indicators of success/impact – how to measure impact; could look at what other organizations are using to measure impact.</p> <p>It was discussed how the dashboard might look on the Coalition website and Chris provided some information on how the merge from CCAC to LHIN handled each organization having its own monitoring tools.</p> <p>IPT wants to work on the warm transfer guidelines, an evaluation framework, inventory/access to cultural competency and an information sharing event. They will also play a role in children/youth mental health and how it plays out with TAY. The one page meeting summary has been actioned.</p> <p>The Executive Committee will look at briefing tools/advocacy, key reports, communication strategy, and a dashboard. It was noted this is a lot of work and some actions may have to move to second/third year.</p> <p>Kathy gave an update on the presentations she has been making to different groups. At Best Start, the Cannabis topic was brought up and if the Coalition should be doing something around this. Kimberley reported on the work being done from a policing perspective in relation to focusing on education and engagement with the community. Chris advised there will be an education day hosted by Wendat in March focusing on the impact of cannabis on youth development. This could be a starting point with additional education down the road. It was also suggested the Coalition might also be interested re impact on employees/employers.</p>	<p>Year 1-briefing tool, Year 2-MPP consultation</p> <p>The workplan will be updated and brought back to Executive.</p>
5.	<p>Business Arising:</p> <ul style="list-style-type: none"> • One Page Meeting Summary • YMCA/Lakehead Leadership Program 	<p><u>One Page Meeting Summary</u></p> <p>Insert hyperlinks for attachments.</p>

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	<p>The one page meeting summaries prepared for Council and IPT were reviewed. We have received positive feedback on this document which is created after the meetings, formatted/edited and then sent out.</p> <p><u>YMCA/Lakehead Leadership Program</u> Kathy reported Val Dickson is still coordinating the Leadership program although it no longer is receiving Trillium funds. There is often a waitlist for session one. Kathy met with Val who is interested in strengthening the partnership with the Coalition and getting members to participate and maybe having Council members participate on the panel (mentoring).</p> <p>Val would like to attend an Executive Committee meeting to discuss the Leadership Program, with the potential for a future hot topic to present some stats, show growth, review curriculum etc. Val will be invited to attend an Executive Committee meeting for a 15 minute presentation in January or if the Advisory Committee which Kathy sits on does not meet before then, in February.</p> <p>John reported on his conversation with Brian Shelley around spaces, money, etc. and advised there should not be any changes around this.</p>	<p>Invite Val to present at the January or February Executive Committee meeting.</p>
<p>6. New Business:</p> <ul style="list-style-type: none"> • Communication Strategy <ul style="list-style-type: none"> ➢ New Coalition Logo ➢ RFP for website, promotional materials, membership package 	<p>Communication Strategy</p> <p>The Communication Plan had been sent out to the Executive Committee and was discussed today. Melanie, Julie and Kathy worked on the Plan a while ago which had been put on hold pending the development of a new strategic plan. Kathy spoke about the opportunity to work with a Georgian College graphic design student who provided a refresh of the Coalition logo, following the same standards as the original logo. With the new strategic plan, some changes/updates have been made to the Communication Plan.</p> <p><u>Coalition Logo</u></p> <p>The opportunity to leverage the use of a graphic design student for the development of a potential new logo which had been taken to IPT for feedback/input before going through Executive Committee and Council first, was discussed. Some concerns from IPT members that it lacked inclusion of the indigenous community were noted.</p> <p>A review of the process around these types of decisions and the need for clear direction was requested, along with consideration if the timing of this meeting needs to be restructured to avoid this type of situation. It was noted the concern was not with the student who should be acknowledged for his work.</p> <p>Kimberley spoke about the need for structure, but not wanting to stifle innovation and creativity.</p>	<p>Julie to draft letter of acknowledgement for Georgian student.</p> <p>Change Communication Plan to "Refresh".</p>

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	<p>Coalition members will be asked to vote on the existing logo, the proposed new logo or neither by January 18th. Context to be included i.e. looking at a refresh vs. a rebrand. The results will come back to Executive on January 21st and Council January 24th.</p> <p><u>RFP for Website/Promotional Materials</u> As part of the work by the Georgian student, we asked for a refresh of the logo and to build a brand book (font, colours, how to use logo, etc.), update documents, etc. The Communication Plan also included a refresh of the website.</p> <p>From the meeting with Kathy, Melanie and Julie around the Communication Plan comes a request for the approval of \$2500-\$3000 for a refresh of the Coalition website with the understanding we will wait to put out the RFP until we have more direction regarding the logo, color, etc.</p> <p>Motions: Moved by Chris Brens, seconded by John Clark that a survey be sent to Coalition members with 3 logo options (new, existing, neither). All in favour; carried.</p> <p>Moved by John Clarke, seconded by Chris Brens that \$3000 be approved for a refresh of the Coalition website, pending the results of the logo survey. All in favour; carried</p>	<p>Julie and Melanie to work on creating a surveymonkey/email c.c. Kimberley.</p> <p>Bring results of survey, RFP outline and Communication Plan to next Executive Committee meeting.</p>
7.	<p>Review of Draft January 24, 2019 Council Agenda</p> <p>Remove Advocacy issues from the agenda (need an officer first). Focus on the strategic workplan not the poll results.</p>	
8.	<p>Communication: Key Reports, etc.</p>	
9.	<p>In-camera Discussion</p> <p>Kimberley thanked everyone for their contribution to the Coalition this year and wished everyone the best of the holiday season.</p> <p>Motion: Moved by Melanie Slade Morrison, seconded by John Clarke to adjourn the final Executive Committee meeting of 2018.</p>	

Next Meeting: January 21, 2019, 12:00pm to 2:00pm, Barrie Common Roof, 165 Ferris Lane, Barrie