



EXECUTIVE COMMITTEE MEETING

Monday, November 18, 2019 – 12:00 to 2:00 p.m.
Barrie Common Roof, 165 Ferris Lane, Barrie
MINUTES

Attended		Regrets
Melanie McLearn (Chair)	Kathryn Manners (Coordinator)	Claudine Cousins (Vice Chair)
Kimberley Greenwood (Past Chair)	Julie McAlpine (EA)	Anna Drexler
John Clarke via teleconference	Sarah Papple	James Thomson
Yves Levesque via teleconference	Melanie Slade Morrison	

Item	Minutes	Motion/Action
1. Welcome	Melanie welcomed everyone to the meeting.	
2. Consent Agenda: Approval of Minutes: October 21, 2019 Approval of the Agenda Approval of September 3, 2019 Financial Report Review of Trustee Agreement	<p>Motions:</p> <p>Moved by Kimberley Greenwood, seconded by Melanie Slade Morrison that the minutes of the October 21, 2019, Executive Committee meeting be approved. All in favour; carried.</p> <p>Moved by Melanie Slade Morrison, seconded by Kimberley Greenwood, that the Executive Committee agenda of November 18, 2019, be approved. All in favour; carried.</p> <p>Moved by Sarah Papple, seconded by Kimberley Greenwood, that the Financial Report for the period ending October 31, 2019, be approved. All in favour; carried.</p>	
3. Declaration of Conflict of Interest	None declared.	
4. Standing Agenda Reports: <ul style="list-style-type: none"> • Officer Reports <ul style="list-style-type: none"> ➤ Member Relations Officer ➤ Integrated Planning Table <ul style="list-style-type: none"> ▪ Working Group Updates ➤ Advocacy/Government Relations Officer 	<p>Officer Reports:</p> <p><u>Member Relations Officer</u></p> <p>Julie advised NSM LHIN membership fees remain outstanding. We are still awaiting membership fees/MoA from Dnaagdawenmag Binnoojiiyag Child & Family Services who has confirmed they will be joining the Coalition.</p> <p>John and Kimberley, as Coalition reps on the Barrie Community Safety and Wellbeing Committee, sent out a survey for input on Community Safety and Well-Being Plans to members through the Coalition weekly news and updates.</p> <p>John sits on the Barrie committee. The Barrie Plan consultations will be taking place in January. The County of Simcoe is coordinating plans across the rest of the County. Kimberley spoke about Barrie Police Service's involvement with community consultations and focus groups.</p>	

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	<p>Kathy has also been involved in discussions regarding the Coalition's involvement. There is a role for the Coalition to help. A discussion took place re coming together at some point (possibly in the fall) to present on the Community Safety and Well-Being Surveys to Council.</p> <p><u>Integrated Planning Table (IPT)</u> Yves reported on the IPT meeting last week which included an update on table membership, re-establishment of the Warm Transfer working group and the work of the four subcommittee groups.</p> <p>The Warm Transfer group is working on the creation of a best practice guideline to be shared with Coalition partners. The TAY group is working on evaluating the survey results from the Navigating Transition event and what the next steps are. The Lived Experience Manual group is pooling resources for the next meeting. The Equity, Diversity, Inclusion group is creating a survey to determine an organization's cultural competency level. It was suggested that additional training/information/connections be coordinated through the Member Relations Officer which allows us to measure connectivity/value to strategic priorities. John added the document will be brought to Executive with a recommendation that Council goes through the document to provide feedback, etc. Following this, the membership would be asked to complete the survey.</p> <p>Melanie advised that Family Connexions was successful in a grant to create a francophone coalition (similar to Collaborate Barrie) for francophone partners and has money to hire a consultant. There could be an opportunity for cross-over here.</p> <p><u>Advocacy/Government Relations Officer</u> Sarah provided an update of the Advocacy Group's meeting this morning. The pulse poll taken at the last council meeting identified two enabling factors that would be helpful to someone in a low income situation: connection to community and access to safe shelter. This will be brought back to Council members for discussion what can be done as a Coalition/Advocacy group.</p> <p>This Executive Committee discussed what homelessness looks like for families. This could be something to talk/advocate about i.e the effect on services; how member agencies are impacted by homelessness in families; families may have shelter but can still be homeless; not capturing this in enumeration surveys.</p> <p>This discussion at Council could identify an issue that affects all agencies and/or aid in the development of a position paper what homelessness looks like for a family. Could then ask for experts to help.</p>	<p>Kathy will pull some background information together. Kimberley to send Julie info re single male parents.</p>

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		Melanie McLearn also provided a reminder that another advocacy topic is safe sleep. This came out of a coroner report that asked the Coalition to advocate for this.	Melanie can provide some assistance with this issue.
5.	Business Arising: <ul style="list-style-type: none"> • Land Acknowledgement Statement • Dec. 16th Christmas Lunch/Meeting 	<p>Land Acknowledgement Statement (LAS) We had initially reached out to BANAC to assist us with the development of an LAS but with their limited resources, we ended up adopting an LAS. Melanie suggested it is timely to move forward for a consultation with indigenous partners to make sure the LAS we are using is appropriate. It would also be helpful for those agencies who are trying to develop their own LAS.</p> <p>Dec. 16th Christmas Lunch/Executive Committee Meeting Julie researched venues to host our December Executive Committee meeting/Christmas lunch and recommended Town & Country on Dunlop Street.</p> <p>Living Wage Certification James was to complete the on-line application on behalf of the Coalition. There may be some follow up activities around this.</p>	<p>Kathy will do a scan of LASs. Schedule consultation for Jan/Feb 2020. Send any LAS to Julie.</p> <p>Julie to confirm arrangements.</p> <p>James to confirm completion of application.</p>
6.	New Business: <ul style="list-style-type: none"> • YMCA Leadership Training MoU Renewal • Process Reviews <ul style="list-style-type: none"> ➢ Coalition Endorsement ➢ Award and Recognition • Children's Charter • CANS Ministry Request/Funds 	<p>YMCA Leadership Training MoU Renewal The 2019/20 YMCA Leadership Training MoU expires November 30, 2019. Julie has contacted the YMCA to forward a 2020/21 renewal agreement.</p> <p>Motion: Moved by Melanie Slade Morrison, seconded by Sarah Papple that the YMCA Leadership Training Memorandum of Understanding be renewed for 2020/21 All in favour; carried.</p> <p>Process reviews <u>Request for Endorsement/Letter of Support Process</u> The revised process merging requests for endorsements and letters of support was discussed. Same additional changes were suggested:</p> <ul style="list-style-type: none"> • define endorsement (use of coalition name/logo as endorsement/support for an event or initiative) and support (letter in support for funding, grant applications) • create a standardized letter of support, an additional paragraph related to organization/specific request will be included with each letter • provide two weeks' notice, preferably before next Executive meeting (last minute requests will not be approved in consideration of members' ability to respond) • create an on-line request template housed on the advocacy page with detail ie. what for, due date, name of grant/initiative, etc. • Requests are to be sent to Coordinator to bring to Executive first, then to Council. Discussed if Executive can approve instead of taking to Council and just provide an update at Council. 	<p>Kathy will meet with the YMCA for a check-in.</p> <p>Add process and Executive Approval of requests to Council agenda.</p>

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	<ul style="list-style-type: none"> • requests for letters of support from individual agencies can be sent through weekly updates • reminder to look at opportunities to collaborate when receive more than one request for the same initiative, etc. come in <p>Motion: Moved by Sarah Papple, seconded by Melanie Slade Morrison that the revisions to the Request for Coalition Endorsement/Letter of Support process be approved. All in favour; carried</p> <p><u>Award and Recognition Process</u> The logo was added to the award Melanie will be presenting at Council.</p> <p>Kathy spoke about the Nomination Committee's suggestions that recognition be part of the culture vs. a one year event. Members would be asked to submit initiatives where people are doing good collaborative work, to be recognized for "Coalition Claps" at Council meetings. The annual Award of Excellence will continue, recognizing an individual living the values of the strategic plan.</p> <p>Coalition Claps will be given at November's Council meeting to Best Start in recognition of 15 years as a working group and the other two nominations for the Award of Excellence.</p> <p>Motion: Moved by Sarah Papple, seconded by Yves Levesque, that the revisions to the Award and Recognition Process be approved. All in favour; carried.</p> <p>Children's Charter With the refresh of the website, it may be timely to look at the Children's Charter for relevancy/updating especially regarding appropriate language, based on Ontario Human Rights Code.</p> <p>CANS Ministry Request/Funds Kathy advised she had received an email from the Ministry who is looking to standardize a tool for assessment. They were under the impression the Coalition was a service agency actively using CANS and wanted to know our experience. Kathy researched the history and determined the Coalition did some training on the tool from funding that was received. Kathy connected the Ministry to the agencies still using the tool. John also shared his knowledge of the history of the CANS tool.</p>	<p>Julie to prepare letters.</p> <p>Kathy to review. Add Charter slide to September member Orientation.</p>

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	We have a letter from Deb Woods dated June 2015 that indicates \$3590 was allocated for CANS training and sits in the Coalition account under the Professional Development fund. A discussion ensued regarding these funds being re-allocated to the PD fund for member agencies to access for trainings.	Connect with Karen Hirstwood around reallocation of these funds.
7. Strategic Workplan <ul style="list-style-type: none"> • Executive Committee Workplan <ul style="list-style-type: none"> ➤ Dashboard 	Dashboard Kathy provided an update from the Data Consortium meeting Anna and she attended, with regards to getting some expert advice on the dashboard. The Consortium was supportive and interested and offered some general suggestions. The Data Consortium was asked if they would consider working on this project with us. Will meet with Irena to work on next steps regarding the process. If they cannot work on the dashboard with us, will have to try to establish data sources for each domain area.	
8. Review of Council Agenda November 28/19	<p>The agenda for the November 28th Council meeting was reviewed and some changes were identified.</p> <p><u>Remove:</u> Pulse Poll under Advocacy, Navigating Transitions Event under IPT workplan, Service Pathway Pilot (will be a Flash Update); Collaborative Talk</p> <p><u>Add:</u> Endorsement/Letter of Support Process as separate item; Coalition Claps before Flash Updates.</p> <p>We received an outline but not the draft slide deck for the hot topic presentation.</p> <p>A request for sharing information re the Service Pathway Pilot was discussed. It is unclear if this is an agenda item, a member flash update, or weekly update.</p>	<p>Julie to follow up with slide deck.</p> <p>Kathy to clarify with Mary Jean.</p>
9. Coalition Banner	A Georgian College graphic design student has been doing some work on revising our visual identify and has created a new banner, forms, etc. We are looking for feedback related to the need to have all three languages (English, French, Ojibway) on the banner. Yves commented he likes a bilingual banner.	Remove information that may change with new strat plan eg. Vision/Mission.

Next Meeting: December 18, 2019, 12:00pm to 2:00pm, Town & Country Steakhouse, 76 Dunlop St. W., Barrie