

EXECUTIVE COMMITTEE MEETING
Monday, March 16, 2020,
12:00 - 2:00pm
The Common Roof, Meeting Rooms, 165 Ferris Lane, Barrie

MINUTES

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

Item	Minutes	Action
1. Welcome	Yves chaired the meeting and welcomed everyone. Melanie McLearn joined the first part of the meeting for the COVID-19 discussion by teleconference.	
2. Consent Agenda: Approval of Minutes: February 10, 2020 Approval of Agenda Approval of Financial Report: February 29, 2020	MOTION: Moved by James Thomson, seconded by Anna Drexler, that the minutes of February 10, 2020, be approved. All in favour; carried. Moved by James Thomson, seconded by Anna Drexler, that the Executive Committee agenda of March 16, 2020, be approved. All in favour; carried. Moved by Suzanna McCarthy, seconded by James Thomson, that the Financial Report for the period ending February 29, 2020, be approved. All in favour; carried.	
3. Declaration of Conflict of Interest	None	
COVID-19	The Advocacy Group met this morning and had a discussion on COVID-19 and have some suggestions to bring to Coalition for review and discussion on what kind of response and/or advocacy do we need to undertake collectively: <ul style="list-style-type: none"> • Contract targets - what does that look like for agencies • Fee for service - what does that look like for agencies • Contract staff - how will they get paid • additional areas for consideration <p>A discussion took place there may be some organizations struggling to provide services due to staffing issues, lack of supplies etc. The Coalition</p>	

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	<p>could allocate some of its surplus funds for a “special needs fund” that member agencies could access for staffing, or resources to provide services essential to the community i.e. gaps in service. An example was organizations closing that provided food pantries (Gilbert Centre, colleges/universities).</p> <p>A decision was made to go ahead with a virtual Coalition meeting instead of a face-to-face meeting so people have an opportunity to share information and discuss responses. The agenda will be stripped back with the focus on COVID-19.</p> <p>It was also discussed gathering information on what our member organizations’ responses to the pandemic are and have them on the front page of our website as a central place for members to go for information on what is happening with our member agencies.</p> <p>A discussion took place around hosting the meeting through videoconference and various platforms were discussed.</p> <p>Yves gave a brief overview of his meeting this morning on COVID-19. All services are reducing, every non-essential meeting is being postponed or held virtually, people are working remotely. Hospitals were discussing virtual care and there is an assessment clinic opening in Barrie. Anna shared her office’s response to the situation.</p>	<p>Kathy and Julie to go through member list to see responses of agencies and contact those that don’t have a message.</p>
<p>4.</p>	<p>Standing Agenda Reports:</p> <ul style="list-style-type: none"> • Officer Reports <ul style="list-style-type: none"> ➤ Member Relations Officer <ul style="list-style-type: none"> ▪ 2020/21 Membership Fees ➤ Integrated Planning Table <ul style="list-style-type: none"> ▪ Working Group Updates ➤ Advocacy/Government Relations Officer ➤ Communication Officer ➤ Trustee <ul style="list-style-type: none"> ▪ CANS Funds ▪ Surplus Funds <p>Member Relations Officer Julie reported membership letters have been sent to Enaahchtig, Rama First Nation, and Georgian Bay Native Women’s Assoc. with no response received at this time. Almost \$30,000 has been received from 10 member agencies for 2020/21 membership dues.</p> <p>Integrated Planning Table (IPT) Yves reported at the last IPT meeting the Cultural Competency tool was collaboratively revised resulting in some suggested revisions. The next IPT meeting may need to be virtual, depending on the current pandemic situation.</p> <p>Advocacy/Government Relations Officer Suzanna reported, with the assistance of Melanie McLearn, the Safe Sleep position paper is complete with the exception of adding some fast facts. A suggestion was made to add a link or contact person from the Health Unit, and include other agencies that would offer support for a multi-pronged intervention approach.</p> <p>MOTION: Moved by Anna Drexler, seconded by Suzanna McCarthy, that the Safe Sleep Practices for Infants position paper be recommended to go to Council for approval at the March meeting. All in favour; carried.</p>	<p>Send the Safe Sleep paper to Council members as part of the meeting package.</p>

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	<p>Trustee James advised he had spoken to Karen Hirstwood regarding the CANS funds that are being held and she has agreed this money can be moved over to the Professional Development fund.</p> <p>The surplus funds in the Coalition account were discussed. It was suggested using some for a Special Needs fund (pandemic) and also to consider an investment account. Additional discussion is needed as to what other priorities we want to use the funds for. James advised if all funds are received for this year, we will have a balanced budget. James suggested allocating \$5-10,000 for the Emergency Fund and we would need to develop a criteria what the funds should be used for.</p> <p>A discussion took place around streamlining payments to be direct deposit. The Foundation can do this but the Foundation and Coalition accounts have always been kept separate. We may want to consider moving items paid by cheque to direct deposit through the Foundation by having the invoicing go to the Trustee, with confirmation obtained from the co-signatory. James signs off and then pays the invoices. The Foundation would then invoice the Coalition for the amount paid plus an administration fee. Further discussion to take place at the next meeting.</p>	<p>Move CANS funds over to the PD fund.</p> <p>Add Surplus Funds and Criteria for Access to next Executive Committee agenda.</p> <p>Add Direct Deposit to next Executive Committee agenda.</p>
5.	<p>Business Arising:</p> <ul style="list-style-type: none"> • Membership Collaboration • Governance <ul style="list-style-type: none"> ➢ MoA: Working Groups/Networks • Land Acknowledgement Statement • Leadership Programs • Renewal of Independent Contractor Contracts 	
6.	<p>Membership Collaboration Defer</p> <p>Governance Defer</p> <p>Land Acknowledgement Statement (LAS) Defer</p> <p>Leadership Programs Defer</p> <p>Renewal of Independent Contractor Contracts</p> <p>MOTION: Moved by Melanie McLearn, seconded by Yves Levesque, that the contracts for the Coordinator and Executive Assistant, be approved. All in Favour, Carried</p>	
6.	<p>New Business:</p> <ul style="list-style-type: none"> • Call for Vice Chair 	Add Vice Chair to April agenda.
7.	<p>Community Safety and Wellness Plans</p> <p>Deferred to next month.</p>	
8.	<p>Review of Council Agenda: March 26, 2020</p> <p>Coalition members to be advised the Council meeting will be virtual in support of current directives of social distancing and replacing face-to-face meetings.</p> <p>The purchase of a videoconferencing platform for use by the Coalition and</p>	Kathy and Julie to do

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	<p>possibly some of its smaller member agencies was discussed. Videoconferencing meeting platforms discussed included Adobe Connect, Zoom and GoToMeeting.</p> <p>MOTION: Moved by James Thomson, seconded by Suzanna McCarthy that the Executive Committee support purchasing a virtual meeting tool. All in favour; carried.</p> <p>The agenda for the March 26th Council meeting was reviewed and will be stripped down to include a motion to accept the Consent Agenda, an update on 2020/21 renewals, Call for Vice-Chair, and a Motion to approve the Safe Sleep paper. The majority of the meeting will be on COVID-19, followed by Member Flash Updates and voluntary completion of the Exit Ticket</p> <p>MOTION: Move by Suzanna McCarthy, seconded by Anna Drexler that the agenda be approved with revisions noted. All in favour; carried.</p> <p>Meeting adjourned at 1:00pm</p>	<p>a cost analysis and send to Executive for approval.</p>

Next Meeting: April 20, 2020, 12:00 to 2:00pm., Barrie Common Roof, 165 Ferris Lane, Barrie