

EXECUTIVE COMMITTEE MEETING
Monday, January 20, 2020,
12:00 - 2:00pm
The Common Roof, Board room, 165 Ferris Lane, Barrie

MINUTES

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

Item	Minutes	Action
1. Welcome	Melanie welcomed everyone to the meeting.	
2. Consent Agenda: Approval of Minutes: December 16, 2019 Approval of Agenda Approval of Financial Report: December 31, 2019	Motion: Moved by Melanie Slade Morrison, seconded by Yves Levesque, that the minutes of December 16, 2019, be approved. All in favour; carried. Moved by Claudine Cousins, seconded by James Thomson, that the Executive Committee agenda of January 20, 2020, be approved. All in favour; carried. Moved by Yves Levesque, seconded by Claudine Cousins, that the Financial Report for the period ending December 31, 2019, be approved. All in favour; carried.	
3. Declaration of Conflict of Interest	None	
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 ➢ Communication Officer 	Member Relations Officer All membership fees have been received including those of new member Dnaagdawenmag Binnoojiiyag Child and Family Services. Julie has been receiving emails from Georgian Bay Native Women's Association (GBNWA) for the weekly updates directly and through BANAC. GBNWA was a Coalition member in 2012 and discussion took place if we should pursue renewing membership with them. There are also other indigenous agencies that we could reach out to around joining the Coalition (Enaahutig, Rama, Beausoleil First Nations).	Melanie McLearn to send Julie contact list to draft letters on behalf of John.

Item	Minutes	Action
	<p>An email will be sent to Theresa Sandy that unless GBNWA is a member of the Coalition, we will not be able to share their flyers.</p> <p>Integrated Planning Table (IPT) Yves provided an update on the progress of the IPT working groups: Equity/Diversity/Inclusion - moving ahead with development of tool TAY - presentation to Council Thursday from Navigating Transitions event and looking at next steps Lived Experience Manual - pulling existing manuals together to produce an index/guide vs. a manual</p> <p>Yves asked for some input with regards to the direction of the Warm Transfer working group. As agencies have different policies regarding warm transfers, it does not appear possible to implement a protocol. The data collected from the agencies piloted indicated most families were being provided with contact information for their own followup rather than a three way warm transfer. Technological challenges for some agencies was also noted. The working group suggests developing a best practice guideline instead of a protocol.</p> <p>A discussion took place that the working group should continue working on the guidelines, mapping out the process, and bring it back to this table. When presented to the Coalition, the recommendation would be for organizations to include the steps in their transfer processes, as they fit with their own internal processes, to move towards consistency across member organizations.</p> <p>Claudine offered to attend the next IPT's Warm Transfer working group meeting to provide some leadership and will champion "no wrong door" at the Coalition.</p> <p>John suggested having someone from York's intake provider group speak to the group and Claudine suggested including DSOs.</p> <p>Advocacy/Government Relations Officer Sarah provided an overview of this morning's Advocacy Group meeting. Coalition members felt there were other strategies, groups working on Safe Shelter. Connection to community is a key component to maintaining housing and this is where the Advocacy Group should direct its efforts i.e. connecting families to their communities.</p> <p>The fallout when families do not feel connected to their community was discussed. When families are connected, they feel committed to their community and have a sense of "neighbourhood" (it takes a village), they maintain housing and their kids are connected. A strength for families is their supports (social capital). How do we build social capital and help families build and utilize it? Many agencies interact with families through programming eg. CAPC, EarlyOn, Triple P, etc. Need opportunities for families to attend and make connections so have supports.</p>	<p>Julie to draft email to Theresa.</p> <p>Julie to send meeting invite.</p>

Item	Minutes	Action
	<p>What: Many things happening in the community; people don't have a way to look them up. Have a localized service directory (211 doesn't look at from connection to community).</p> <p>Key Facts: lists organizations as examples (CAPC, EarlyON, Triple P, etc.)</p> <p>Now What: Educate/promote what each other is doing.</p> <p>Independent of the position paper, does the Coalition want to be a leader and work on this collectively? This could become a future strategic direction.</p> <p><u>Safe Sleep</u> In 2016 a recommendation from the coroner's report on the death of an infant, recommended the Coalition undertake an awareness campaign around safe sleep practices for infants.</p> <p>A discussion took place what needs to take place in order to close the loop on this i.e. create a position paper or is there more work to be done through a collective assembly or individual agencies.</p> <p>Melanie confirmed there has been a progressive, significant decrease in infant deaths over the last 10 years and a decision was made to create a position paper. Melanie will assist with the paper, as an "expert".</p> <p>Communication Officer Melanie Slade Morrison provided an update on the Communication Strategy from last week's meeting with Kathy and Julie. Melanie provided an overview of the Communication Plan which included updates to the Audience and minor language changes.</p> <p>Melanie also reviewed the status of the workplan. It has been a productive couple of years with many of the tactics having been completed, especially in relation to the website and rebranding.</p> <p>The Living Wage logo will be added to the About Us page on the website with a brief explanation. A need was identified for a working group for the Coalition's 20th anniversary.</p> <p>Melanie will provide a short presentation to Council of the highlights which will include the water bottles, assets available when working with the Coalition logo and interest in participating in the 20th Anniversary workgroup.</p>	<p>Draft a position paper to take to Coalition.</p> <p>Advocacy Group to draft a position paper with Melanie's assistance.</p> <p>Add Living Wage logo to About Us webpage.</p> <p>Melanie to present at January Council meeting.</p>
5.	<p>Business Arising:</p> <ul style="list-style-type: none"> • Coalition Living Wage Presentation • Morton Youth Services • CANS Funds • Children's Charter <p>Coalition Living Wage Presentation Kathy reported the local Living Wage representative will attend the Council meeting to present the Coalition's certificate as a living wage employer and provide a brief presentation on being a living wage employer. The logo will be added to the website with a brief explanation. Presentation will include a brief presentation on being a living wage employer.</p>	<p>Add Living Wage announcement to Weekly Updates and ask how many others are.</p>

Item	Minutes	Action
	<p>Morton Youth Services Julie emailed Morton House re what support they were looking for from the Coalition but received no response.</p> <p>CANS Funds Julie had emailed Karen and her assistant a couple of time regarding moving the CANS funds to the PD fund, with no response.</p> <p>Children's Charter The Charter is over 10 years old and it was noted that it could use some updating in relation to the Ontario Human Rights Code and new branding. It was suggested having this as an item for the 20th celebration.</p>	James will followup with Karen.
6.	<p>New Business:</p> <ul style="list-style-type: none"> • 2020-21 Membership Renewal Package • 2019-20 You Made It Happen • 2020-21 Coalition Budget • Council Meeting Teleconferencing • Triple P Memorandum of Understanding <p>2020-21 Membership Renewal Package The 2020-21 Membership Renewal Package was reviewed. The only change made was to the dates. Packages will be sent out in February.</p> <p>Motion: Moved by John Clarke, seconded by Melanie Slade Morrison that the 2020-21 Membership Renewal package be approved. All in favour; carried.</p> <p>2019-20 You Made It Happen The You Made It Happen report had been sent to members with the consent agenda for review.</p> <p>There was some question if all IPT working groups, not just those with a direct reporting link to the Coalition, should be asked to include an update for the report, specifically LIP (Sandy Lee), LGTBQ (Gerry Croteau) and Francophone COMPASS (Yves).</p> <p>IPT changed the process for requesting working group/network updates to annually in April which has created a timing issue with the You Made It Happen report. It was also noted the working group/network updates are the same as those in the Members' Report. A unanimous decision was made to merge these two reports to on annual report which will go out in February with the membership renewal packages.</p> <p>2020-21 Coalition Budget James reported he, Kathy and Julie are starting to work on the next fiscal period's budget. A draft budget will be sent out to Executive members and in February a fulsome discussion on the budget, and how to manage it going forward, will take place.</p> <p>Council Meeting Teleconferencing We have had two requests for members to participate in the Council meeting by teleconferencing. A discussion took place that this is not an appropriate meeting for this to happen. It is a big time commitment for members who</p>	<p>Send renewal packages out in February.</p> <p>Request updates from LIP, Francophone COMPASS and LGBTQ.</p> <p>Amalgamate You Made It Happen and Members' Report.</p> <p>Advise James and Julie of anything to be incorporated.</p> <p>Add Council Meeting Teleconferencing to Council agenda.</p>

Item	Minutes	Action
	<p>appreciate the value of attending in person, networking, etc. We will add this item to the Council agenda and remind members they can send a proxy, if unable to attend themselves.</p> <p>It was suggested looking at some alternative meeting options (Zoom, Skype, Go-to-Meetings) for some of our other meetings eg. Executive.</p> <p>Triple P Memorandum of Understanding A package of Memorandum of Understandings between Triple P, the Coalition and specific partners has been received for signature by the Chair. Melanie reviewed the content of the MoUs.</p> <p>This is the first time Executive has seen these documents. What the intention is and what is the need behind the MoUs needs to be determined. It was noted there are two partner agreements missing. If the explanations are acceptable, Melanie will sign them.</p> <p><u>Logo Request from PRTG</u> An email was received from the PRTG requesting the inclusion of the Coalition logo on their banner for use at presentations and events. The PRTG has its own logo.</p> <p>A discussion took place around working groups/networks of the Coalition and governance. Some groups have a direct reporting link to the Coalition, others do not. Kathy and Julie will work on mapping the IPT's working groups and direct/indirect reporting relationship to the Coalition, what groups would exist outside of the Coalition.</p>	<p>Kathy and Julie to look at meeting options.</p> <p>Kathy to follow up.</p> <p>Request a proof of banner.</p> <p>Add: Working Group Governance to future Executive agenda (60 mins) Kathy and Julie to map working groups.</p>
7.	<p>Strategic Workplan</p> <ul style="list-style-type: none"> Executive Committee Workplan Dashboard <p>Anna provided a recap on the progress of the dashboard. We have landed on four domains with two indicators each and three goals.</p> <p>We have emailed "experts" for data sources and are waiting on some responses. The dashboard concept was presented to the Data Consortium and Irena Pozgaj-Jones from the County has joined our workgroup. We are looking at how the Data Consortium can help us build the dashboard.</p> <p>The dashboard working group had a teleconference with Lisa Wolff from UNICEF last week, who shared her experience building the report and offered advice.</p> <p>An update and check-in will take place at the next Council meeting for feedback on how are we going to use the dashboard and what do we want to measure. We are looking at a data themed presentation for March's Council meeting.</p>	<p>Anna to provide an update on the dashboard at the Council meeting.</p>
9.	<p>Review of Council Agenda: January 23, 2020</p> <p>Kathy provided an update on the Cannabis and Youth presentation for this week's Council meeting. The draft presentation from CMHA was reviewed. Improved background and fonts for the presentation was suggested.</p>	<p>Kathy will provide feedback to presenters.</p>

Next Meeting: February 10, 2020, 12:00 to 2:00pm., Barrie Common Roof, 165 Ferris Lane, Barrie