

EXECUTIVE COMMITTEE MEETING

Monday, December 21, 2020,

12:00 - 2:00pm

Videoconference

MINUTES

Attended		Regrets	
Claudine Cousins (Chair)	Lucy Gowers	Gerry Croteau	
Christine VanderByl (Vice Chair)	Kathy Manners (Coordinator)	Melanie McLearn (Past Chair)	
John Clarke	Julie McAlpine (Recorder)		
Valerie Grdisa	James Thomson		
Item	Minutes		Action
1.	Welcome	Claudine welcomed everyone to the meeting.	
2.	Consent Agenda: Approval of Minutes: November 16, 2020 Approval of Agenda Approval of Financial Report: November 30, 2020	MOTIONS: Moved by James Thomson, seconded by John Clarke, that the minutes of November 16, 2020, be approved. The agenda was amended to include an update on the Anti-Oppression Framework. The Dashboard report will be moved under Officer Reports and the Cultural Competency Assessment tool will be deferred to January. Moved by Lucy Gowers, seconded by Christine VanderByl, that the Executive Committee agenda of December 21, 2020, be approved with the amendments noted. Moved by Christine VanderByl, seconded by John Clarke, that the Financial Report for the period ending November 30, 2020, be approved. Moved by James Thomson, seconded by Lucy Gowers, that the Executive Committee Terms of Reference be approved, with no revisions.	All in favour; carried All in favour; carried. All in favour; carried. 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 	Member Relations Officer John reported one membership fee remains outstanding. We are approximately \$10,000 short of what was budgeted for and John suggested	

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<ul style="list-style-type: none"> ➤ Integrated Planning Table ➤ Advocacy/Government Relations Officer ➤ Trustee 	<p>we could consider using some of the surplus revenue to make up the shortfall if necessary. He also mentioned the offer that was made to some “fringe” members regarding payment of \$210 minimum balance as enticement to “trial” membership with the Coalition and that this does not cascade across the greater membership.</p> <p>The letter to the member agency that is not responding to efforts to reach out to them around payment of their membership fee was reviewed and discussed. Christine shared some information related to her efforts to also reach out to them. The letter will be held until efforts to reach out to the CEO have been unsuccessful.</p> <p>Integrated Planning Table (IPT) As Gerry was not present, Kathy provided an update on the IPT meeting. IPT is looking for direction from Executive as there is limited work for that table at this time. More than half of the work of IPT takes place during the working group time slot.</p> <p>The Cultural Competency group cannot move forward until the Executive Committee’s completion of the assessment tool; John confirmed this is not a problem, there will be plenty of work to follow. There could be some tie-in with the anti-oppression framework group. The Lived Experience manual just needs some minor tweaking and will be ready. Early Childhood Mental Health work is already underway with a committee under Best Start. We can leverage this work as needed. We do not want to duplicate efforts.</p> <p>Kathy suggested the IPT could take a role to move the strategic plan forward.</p> <p>A discussion took place that the anti-oppression framework is not exclusive to the work under cultural competency. The anti-oppression framework is the higher work that is under the purview of the Executive and the cultural competency is a piece that lies with IPT and as it is still being trialed with Executive, has not been presented to the Anti-Oppression Framework working group.</p> <p>The January IPT meeting will be used to talk about the process of how to bring the pieces of work together and map out the process.</p> <p>Anti-Oppression Framework Meeting Christine provided an overview of the first meeting of the Anti-Oppression Framework meeting and expressed her concerns around how to navigate</p>	<p>John will reach out to the CEO as the next step.</p> <p>Add to January IPT agenda.</p>

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	<p>and move this group forward.</p> <p>Christine interviewed individual members of the group after the meeting to try to gain an understanding of what their perspective of the work is. Some members felt it entailed an intensive review of anti-oppression and that would not be able to happen by March 21st. As a result, it is still unclear what the work is and Christine is looking for direction from Executive what this group is being asked to do.</p> <p>The group member from Lakehead offered her services to take lead and do the facilitation for free, but Lakehead is not a member agency.</p> <p>A discussion ensued that the Coalition represents almost 40 member organizations who create their own anti-oppression, EDI responses and to be mindful that everyone's context and priorities can be different. The Coalition is a resource and could help create a safe space to have conversations to help members move forward; here's the framework and how we are going to do that. If we are going to create something it must be scalable and have the same value regardless of the size of the organization.</p> <p>It was also suggested the Coalition could be a repository for member so for those that need information, could access it.</p> <p>Christine asked for support to help the ad hoc group understand the framework for the Coalition is to create safe space conversations. Kathy and Claudine are available to support Christine.</p> <p>Advocacy/Government Relations Officer</p> <p>Lucy provided an overview of this morning's Advocacy Group meeting. The group is working on a process for members to become more engaged in letter writing/calls to action by filling in a few lines on the Coalition website and forwarding letters to MP/MPPs. There may be a cost involved for this technology and more details will be shared at a future meeting. We would also be able to adapt this technology for other campaigns.</p> <p>The Advocacy group also discussed the conversation that took place at Council on Connection to Community and what the next steps are. A short survey will be created and sent out to Coalition members with the hope to build a working group to discuss how to move forward.</p> <p>We are awaiting confirmation of a meeting with Jill Dunlop on January 12th</p>	<p>Kathy will work with Christine in January to put some parameters in place.</p>

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	<p>for a conversation about the Coalition, what the Advocacy Group is doing and ask her what the priorities are at the government level and how we can support each other's work.</p> <p>Trustee <u>Investment Fund</u> James provided an overview of the discussion at Council in response to the proposed investment funds strategy which included drawing down on the money in the bank by waiving membership fees next year or providing refunds.</p> <p>The current bank balance is \$223,000. If projecting to year end, we will have \$188,000. From this, \$36,000 was money brought in by grants and can be decided upon by Executive. The \$179,000 balance is based on unspent membership income. A decision what to present back to the membership is needed.</p> <p>James noted the need to ensure the long term sustainability of the Coalition so we are able to do the work want to do as we move in new strategic directions. We want to use the funds the best way possible and land on a core set of recommendations to ensure long term sustainability of the Coalition and be able to support organizations through their ebbs and flows.</p> <p>Due diligence with the Coalition is needed so that agencies understand how the money is being invested for opportunities, the outcomes as a result of the pandemic, etc.</p> <p>It is important to be transparent with these funds. A group of Coalition members, led by James, will be pulled together for a 1-2 hour conversation to investigate potential recommendations.</p> <p>Changes are needed to the Executive Committee Terms of Reference related to accountability i.e. what decisions does Executive make vs. the Coalition.</p> <p>Dashboard Valerie reported the dashboard group is finalizing the last couple of indicators. Valerie spoke about having her own work getting into the approach being used. It is hoped to have all the indicators we are starting with ready for the New Year, with the end goal for a robust data portal similar to the Dufferin/Wellington/Guelph model. It would be good to have something on the website to determine how meaningful members find the</p>	<p>James and Kathy to discuss members to invite.</p> <p>James to review ToR.</p>

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	<p>information. Discussion took place that the information needs to be meaningful and useful.</p> <p>More information will be available after the next Dashboard meeting in January. It may be helpful to show the final state while trying to find easily measureable data to get going</p>	<p>Add Dashboard Portal to next Executive agenda.</p>
<p>5.</p>	<p>Business Arising:</p> <ul style="list-style-type: none"> • Land Acknowledgement Statement • Coalition Catchment Area • Communication Officer Vacancy <p>Land Acknowledgement Statement (LAS) Three iterations of the revised LAS and the indigenous anti-racism statement were shared with Brenda and Mandy at a meeting last week. They will be taking these back for feedback but felt we were going in the right direction.</p> <p>Coalition Catchment Area Over 50% of Coalition organizations are operating in Muskoka. It could be a relatively easy transition to bring to members re expansion. The bigger discussion would be around adding additional members. There may be some strategic organizations we might want to bring in from Muskoka.</p> <p>Executive to give some thought how to frame rolling this discussion out to Council members in January i.e. What is the value of the Coalition, need some tangible benefits. Lucy shared her thoughts on the value of membership which included support, networking, training opportunities - everything the Coalition does benefits organizations. It is about “us together”. Suggestion to add testimonials to our website.</p> <p>Communication Officer Vacancy No one has come forward to date to fill the Communication Officer vacancy. Suggestions how to fill the vacancy included paying for the expertise of this role, looking at which organizations may have a communications person - the person needs to be able to provide input on decision making.</p> <p>Kathy will review the Communication Plan and pull out some projects for the upcoming year, and put something together to help give some direction to organizations with communications officers, as to support needed.</p>	<p>Add Catchment Area to Executive and Council agendas</p> <p>Julie to send contact information to Claudine/Kathy.</p> <p>Kathy to review communication plan for project ideas.</p>
<p>6.</p>	<p>New Business:</p> <ul style="list-style-type: none"> • Executive Assistant Recruitment <p>The Executive Assistant job posting has been sent out through the weekly updates twice and posted on Indeed and Working in Simcoe County job boards. Kathy and Julie have reviewed over 75 applicants and are meeting following Executive to discuss the applicants and will present the top 4-5 candidates to Claudine and Christine. Interviews to take place January 5th. Julie and Kathy are working on the interview questions and score sheet.</p>	

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		Kathy shared her concerns for January with not having someone in place. Claudine is open to working with Kathy and Julie to ensure support so the January Council meeting goes well.	
8.	Cultural Competency Tool	Deferred to January.	Add to January agenda.
9.	Council Agenda: January 28/21	<p>The agenda for the January 28th Council meeting was reviewed. Kathy reviewed potential hot topics options, an education piece related to Anti-Oppression (could be too early for this), a presentation from Karie Warnar on Community Wellness and Safety or moving to a COVID meeting due to the impending lockdown.</p> <p>It was decided to go forward with the Community Safety and Wellness presentation.</p> <p>Moved by Lucy Gowers, seconded by Christine VanderByl that the agenda for the January 28, 2021 Council meeting be approved.</p>	Kathy to confirm presentation with Karie.
10.	In Camera Discussion <ul style="list-style-type: none"> 2021-24 Strategic Planning Proposal 	<p>Kathy Manners left the meeting when it was moved to go in camera for discussion on her proposal to lead the 2021-24 Strategic Planning.</p> <p>Moved out of camera.</p> <p>Motion to adjourn at 2:14pm by James Thomson, seconded by Christine VanderByl.</p>	

Next Meeting: Monday, January 18, 2021