

## EXECUTIVE COMMITTEE MEETING

Monday, January 18, 2020,

12:00 - 2:00pm

Videoconference


### MINUTES

Attended		Regrets	
Claudine Cousins (Chair)	Kathy Manners (Coordinator)		
Christine VanderByl (Vice Chair)	Melanie McLearn (Past Chair)		
John Clarke	James Thompson		
Gerry Croteau	Lucy Gowers		
Dr. Valerie Grdisa	Catherine Howes (EA)		
Item	Minutes		Action
1.	Welcome		
2.	<p><b>Consent Agenda:</b>                      Approval of Minutes: December 21, 2020                      Approval of Agenda                      Approval of Financial Report: December 31, 2020                      Revised Fiscal Trustee Agreement</p>		
	<p><b>MOTIONS:</b>                      Moved by Gerry Croteau, seconded by John Clarke, that the minutes of December 21, 2020, be approved.</p>		All in favour; carried
	<p>Addition to Agenda - Anti-Oppression Update                      Additional to Agenda - OAP Update                      Addition to Agenda - MacKenzie Health Update</p>		
	<p>Moved by Lucy Gowers, seconded by Gerry Croteau, that the Executive Committee agenda of January 18, 2021, be approved with additions.</p>		All in favour; carried.
	<p>Moved by John Clarke, seconded by Lucy Gowers, that the Financial Report for the period ending December 31, 2020, be approved.</p>		All in favour; carried.
	<p>Moved by Christine VanderByl, seconded by Gerry Croteau, that the revised Fiscal Trustee Agreement be approved.</p>		All in favour; carried.
3.	<p><b>Declaration of Conflict of Interest</b>                      Kathy Manners declares that she would like to submit for the Strategic Plan RFP and should be removed from any discussion related to RFP development.</p>		

4.	<p><b>Standing Agenda Reports:</b></p> <ul style="list-style-type: none"> <li>• Officer Reports <ul style="list-style-type: none"> <li>➤ Member Relations Officer</li> <li>➤ Integrated Planning Table</li> <li>➤ Capacity Building Officer <ul style="list-style-type: none"> <li>▪ Dashboard</li> </ul> </li> <li>➤ Advocacy/Government Relations Officer</li> <li>➤ Anti-Oppression Update</li> <li>➤ Trustee <ul style="list-style-type: none"> <li>▪ 2021-22 Budget</li> <li>▪ Investment Fund</li> </ul> </li> </ul> </li> </ul>	<p><b>Member Relations Officer</b> Coalition has received 100% of member renewals with the exception of the Orillia Public Library. Member Relations is now preparing for 20/21 renewals. Orillia Public Library has not been responsive to any communication attempts. Committee decided to send a final letter to OPL thanking them for their support and that the Coalition looks forward to welcoming them back when the time comes.</p> <p><b>Integrated Planning Table (IPT)</b> Gerry Croteau reports the IPT met on Jan 12, 2021. They reviewed updates from the committees. The IPT will wait for the Executive Committee to complete the Cultural Competency tool before moving forward. The Manual for People with Lived Experience requires more work at the working group level.</p> <p><b>Capacity Building Officer Report</b> Valerie Grdisa reports that the key indicators are still being finalized for the Dashboard. Dashboard committee will be meeting Wednesday January 20, 2021.</p> <p><b>Advocacy/Government Relations Officer</b> Lucy Gowers reports a productive meeting with Hon. Jill Dunlop. Much of what the minister is doing aligns with the objectives of the Coalition. Minister Dunlop seemed interested and appreciative of the work of the Coalition and was receptive to maintaining ongoing conversation.</p> <p>Lucy Gowers will contact two local MPs - John Clarke Brassard &amp; Doug Shipley - for attendance at upcoming Advocacy Group meetings.</p> <p>Lucy Gowers reports that the survey responses were lower than anticipated. The suggestion was put forward to keep the survey open until the end of January and allot time on the Coalition Meeting Agenda to remind members the importance of responding in order to generate a definition of Connection to Community that aligns with our member agencies.</p> <p><b>Anti-Oppression Update</b> Christine VanderByl reports that the group met and finalized terms of reference. The group feels that the framework in its heaviness requires more time and that a deliverable of March 2021 is not feasible. Group decided to create an interim framework with 1-2 page anti-oppression declaration in lieu of a complete framework. Next steps will look at commitment statements, memorandum of</p>	<p>Kathy Manners to revise Form Letter drafted to include - appreciate the support, happy to welcome you back when the time comes, we appreciate your contributions, value your place in the community as a member if the coalition.</p> <p>Catherine add Survey discussion to Coalition Meeting Agenda.</p> <p>Catherine to create Cloud sharing platform.</p>
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5.	<p><b>Business Arising:</b></p> <ul style="list-style-type: none"> <li>• Coalition Catchment Area</li> <li>• Communication Officer Vacancy</li> <li>• Executive Assistant Recruitment</li> <li>• Strategic Plan RFP</li> </ul>	<p><b>Coalition Catchment Area</b> Proposed expansion into Muskoka discussed. The committee agreed to add a poll to existing Coalition Meeting agenda item that asks the following: Are you operating in Muskoka? Yes/No Do you want to expand into Muskoka? Yes/No</p> <p><b>Communication Officer Vacancy</b> Have not had any response to call for a Communication Officer. Melanie McLearn will consider the position or suggest a person to mentor into role. Will discuss with Coalition membership - on agenda for Jan 28<sup>th</sup> Coalition Meeting.</p> <p><b>Executive Assistant Recruitment</b> The process is complete and Catherine Howes has been contracted effective January 18, 2021.</p>	<p>Catherine to add poll to Coalition Meeting and to update John Clarke's notes.</p> <p>Kathy &amp; Catherine to look at Coalition Members with Communications Officers and target those who are not on EC.</p>

		<p><b>Strategic Plan RFP</b>  Kathy Manners Manners left the meeting when it was moved to go in camera for discussion on the 2021-2024 Strategic Plan RFP.</p> <p>Moved out of camera.</p> <p>Moved by Lucy Gowers, seconded by John Clarke, to approve undertaking of an RFP.  The committee agrees that the minimum number of responses to RFP required is 3 before a decision can be made.</p> <p><b>OAP Update</b>  John Clarke reports that an OAP call for proposals is underway. The 4 original agencies supported by the Coalition are partnering again and more Coalition partners are being added to the OAP Partnership. They will represent York and Simcoe Regions. The first RFP is due Jan 29, 2021.</p> <p><b>McKenzie Health Update</b>  John Clarke reports that McKenzie Health’s new hospital has now been temporarily designated a COVID care hospital by the Province. They will open Feb 7, 2021 as scheduled. John Clarke also reports that staff from CBHS are now being actively deployed to assist with the COVID 19 crisis.</p>	<p>All in favour; carried</p> <p>Val to send James Thompson RFP template.</p> <p>Catherine to meet with James Thompson to discuss RFP process and send to ExCo for approval.</p> <p>John to give OAP &amp; McKenzie Health update at Coalition Meeting.</p>
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6.	<b>New Business:</b> <ul style="list-style-type: none"> <li>2021-22 Membership Renewal Package</li> </ul>	Moved by Melanie McLearn, seconded by Gerry Croteau, that the 2021-22 Membership Renewal Package be approved and presented to the Coalition Members at the Jan 28, 2021 Meeting.	All in favour; carried  Catherine to send out Membership Renewal Package to Coalition members in Feb 2021.
7.	<b>Cultural Competency Tool</b>	John Clarke led members through the completion of Section 2: Human Resources as the “Board of Directors” for the Coalition. John Clarke will continue to complete the tool with the Executive over the course of the next three meetings and will present back to the group week 4, then action the work that is necessary.	 EDI Questions-Executive J.
8.	<b>Council Agenda: January 28/21</b>	Kathy Manners confirms that the Hot Topic Presentation will be Karie Warner on Community Safety and Wellness Plans.  Moved by John Clarke, seconded by Christine VanderByl that the agenda for the January 28, 2021 Council meeting be approved with additions as follows: <ul style="list-style-type: none"> <li>John Clarke to update on OAP &amp; McKenzie Health</li> <li>Lucy Gowers request to complete Connection to Community Survey</li> <li>James Thompson to present Proposed Budget Forecast 2021-2022</li> </ul>	

**Next Meeting: Monday, February 8, 2021 12:00pm - 2:00pm**