

# EXECUTIVE COMMITTEE MEETING


Monday, February 8, 2021,  
12:00 - 2:00pm  
Videoconference

## MINUTES

| Attended   | Regrets   |
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| Claudine Cousins (Chair)<br>Christine VanderByl (Vice Chair)<br>John Clarke<br>Gerry Croteau<br>Valerie Grdisa | Lucy Gowers<br>Kathy Manners (Coordinator)<br>Catherine Howes (Recorder)<br>James Thomson<br>Melanie McLearn (Past Chair) |

| Item  | Minutes  | Action  |
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| 1. Welcome  | Claudine welcomed everyone to the meeting.   |   |
| 2. <b>Consent Agenda:</b><br>Approval of Minutes: January 18, 2021<br>Approval of Agenda<br>Approval of Financial Report: January 31, 2021  | <p><b>MOTIONS:</b></p> <p>Moved by Gerry Croteau, seconded by Christine VanderByl, that the minutes of January 18, 2021, be approved.</p> <p>The agenda was amended to include an update on the #ItStarts Campaign and CWSP.</p> <p>Moved by John Clarke, seconded by James Thompson, that the Executive Committee agenda of February 8, 2021, be approved with the amendments noted.</p> <p>Moved by Gerry Croteau, seconded by Lucy Gowers, that the Financial Report for the period ending January 31, 2021, be approved.</p> | <p>All in favour; carried</p> <p>All in favour; carried.</p> <p>All in favour; carried.</p>   |
| 3. <b>Declaration of Conflict of Interest</b>   | Kathy Manners declares a conflict as it relates to the Strategic Plan RFP discussion.  |   |
| 4. <b>Standing Agenda Reports:</b> <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> </ul> </li> </ul> | <p><b>Member Relations Officer</b></p> <p>John Clarke reports that there was little change since the last EC meeting. The approved membership renewal packages will be sent out to the membership the week of February 15, 2021.</p> <p>Kathy Manners reported a new membership application from Yolanda Gallows at the Community Wellness Centre.</p> <p><b>Integrated Planning Table (IPT)</b></p> <p>No update.</p>   | <p>John Clarke - follow up with new applicant for additional information and report back to EC.</p> <p>Catherine - update membership application to elicit more detail.</p> |

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|      | <p>➤ <b>Capacity Building Officer</b><br/> <b>Capacity Building Officer</b><br/> Val Grdisa reports that the Dashboard committee will be meeting next week and an update will be provided at the next EC meeting.<br/> Kathy Manners reports that a meeting took place with E-Solutions who created the Wellington-Dufferin-Guelph Report Card to determine an approximate cost of generating a similar Dashboard for Simcoe County. The summary of the meeting will be provided and reported at the next EC meeting.</p> <p>➤ <b>Advocacy/Government Relations Officer</b><br/> <b>Advocacy/Government Relations Officer</b><br/> Lucy Gowers reported on the Advocacy Group meeting that took place this morning with MP Doug Shipley. Lucy reports that Mr. Shipley was very engaging and would like to continue relationship with the Advocacy Group.<br/> Mr. Shipley asked to invite him to all Coalition member offices to get to know each of us better. Lucy reports that there is an opportunity to see how we can work with his office to support each other's work. Our community challenges as it relates to COVID was discussed.</p> <p>A short discussion ensued among EC on the opportunity to externally promote the Coalition on MP Shipley's social media channels. EC advised this is to be determined by the Coalition's Communications Officer and should be brought to the larger Coalition for discussion.</p> <p>Lucy indicated the Connection to Community survey received only one additional response since the Coalition meeting. There is interest from 5 members who want to join the working group. The next step is to invite those members to a meeting and discuss where we want to go from there. Lucy reports that we are still in conversation with Fireside regarding the ability to issue advocacy letters via the website.</p> <p>➤ <b>Trustee</b><br/> <b>Trustee</b><br/> James Thompson reports that Coalition members were invited to provide their feedback to the additional budget expenditures by Feb 12, 2021. Any feedback received will be provided to EC at March 15, 2021 meeting.</p> <p>James briefly discussed the development of a Budget Surplus/Additional Expenditures Process as it relates to the decision making capacity of EC. A draft Budget Process will be generated by the next EC meeting.</p> <p>James highlighted a potential Membership Fee Reduction Request Process. A discussion ensued. As Coalition members already put forward what they can afford to pay for membership dues each year, the EC determined that no membership fee reduction will be offered this year.</p> | <p>Kathy to follow up with E-Solutions for summary of meeting.</p> <p>Discuss leveraging local politician social media for external awareness with Comms Officer &amp; Coalition.</p> <p>James to provide Coalition feedback on additional expenditures at next EC meeting.</p> <p>James to provide Budgetary Process documents for review by EC at next meeting.</p> |

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| 5. <b>Business Arising:</b> <ul style="list-style-type: none"> <li>• Coalition Catchment Area</li> <li>• Communication Officer Vacancy</li> </ul>        | <p>The EC reviewed results of the polls conducted at the Coalition Meeting. A discussion surrounding the value proposition for expanding into Muskoka ensued. Many benefits were highlighted such as increased connection for smaller agencies, broader area of service provision, broader access to information and resources, erosion of barriers, networking opportunities, continuous support for clients who relocate, and increased collaboration between agencies. Kathy indicated we will need to accurately update the land acknowledgement statement for expansion into Muskoka.</p> <p><b>Communication Officer Vacancy</b><br/>Kathy reports that Melissa Foster (BPL) has accepted the position. Kathy will speak to Melanie to help with onboarding. Melissa is one of two communication professionals out of BPL. Melanie will attend next EC meeting. Kathy will send Melissa the existing Communications plan and admin will sit with her before next EC meeting.</p> | <p>Add Catchment Area to Executive and Council agendas - with value proposition and a motion.</p> <p>Catherine to invite Melissa to next EC meeting.</p> <p>Catherine and Kathy to book meeting with Melissa in advance of EC meeting.</p> |
| 6. <b>New Business:</b> <ul style="list-style-type: none"> <li>• ITStarts</li> <li>• CWSP</li> </ul>   | <p><b>ItStarts</b><br/>Kathy reports that March is anti-racism month, officially March 19, 2021, is Anti-Racism Day. As such, the County of Simcoe is promoting its annual ItStarts Campaign. The Coalition has traditionally supported this through various social media efforts. The campaign is requesting short videos this year. Kathy calls for a volunteer to represent the EC of the Coalition on a short video. All members of the EC offer to participate with admin support.</p> <p><b>CWSP</b><br/>Kathy requested a representative from the Coalition and to get feedback through members to help support its development.</p>  | <p>Catherine and Kathy to come up with a way to record, and come up with a script.</p> <p>Kathy to attend on behalf of the Coalition.</p>  |
| 8. <b>Cultural Competency Tool</b>   | <p>John Clarke reviewed the 3<sup>rd</sup> and final section of the Cultural Competency Tool. A discussion ensued around the significant value of the tool and feedback was given on the experience of EC members. EC members highlighted many items that need more discussion and dialogue. John Clarke emphasized the method and discussion is more important than the results. A key note to make is that in this case, the “service population” is considered to be Coalition members. John will return to EC with a final report.</p>   | <p>John to provide final report at March EC meeting.</p> <p><br/>EDI<br/>Questions-Executive F</p>  |
| 9. <b>Council Agenda: March 25/21</b> <ul style="list-style-type: none"> <li>• Hot Topic Selection</li> </ul>  | <p>It was decided to go forward with Equality, Diversity, &amp; Inclusion presentation.</p>  | <p>Kathy to source a speaker.</p>  |
| 10. <b>In Camera Discussion</b> <ul style="list-style-type: none"> <li>• Strategic Plan RFP</li> <li>• Independent Contractor Contract Review</li> </ul> | <p>Catherine Howes and Kathy Manners left the meeting when it was moved to go in camera for discussion on reviewing and updating the Independent Contractor Agreements.</p>  | <p>Trustee to update Agreements.</p>   |

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|      | <p>Moved out of camera.</p> <p>James Thompson reports that the RFP template is still in process and will be sent to EC via email for feedback.</p> <p>Motion to adjourn at 2:01pm by James Thomson, seconded by Christine VanderByl.</p> |        |

**Next Meeting: Monday, March 15, 2021 - 12:00pm - 2:00pm**