

EXECUTIVE COMMITTEE MEETING




Monday, March 15, 2021,



12:00 - 2:00pm


Videoconference

MINUTES

Attended		Regrets		
Christine VanderByl (Vice Chair) John Clarke Gerry Croteau Valerie Grdisa Melissa Foster		Lucy Gowers Kathy Manners (Coordinator) Catherine Howes (Recorder) James Thomson		
Melanie McLearn (Past Chair) Claudine Cousins (Chair)				
Item		Minutes		Action
1.	Welcome	Christine VanderByl (acting as Chair) invited the attendees to introduce themselves to Melissa Foster.		
2.	Consent Agenda: Approval of Minutes: February 8, 2021 Approval of Agenda Approval of Financial Report: February 28, 2021	<p>MOTIONS:</p> <p>Moved by Gerry Croteau, seconded by James Thompson that the minutes of February 8, 2021, be approved.</p> <p>Kathy proposed the agenda be amended to include EA recruitment and that the Strategic plan discussion can be moved out of In Camera as she will not be submitting a proposal.</p> <p>Moved by Lucy Gowers, seconded by James Thompson, that the Executive Committee agenda of March 15, 2021, be approved with the amendments noted.</p> <p>Moved by Lucy Gowers, seconded by Val Grdisa, that the Financial Report for the period ending February 28, 2021, be approved.</p>		<p>All in favour; carried</p> <p>All in favour; carried.</p> <p>All in favour; carried.</p>
3.	Declaration of Conflict of Interest	None declared.		
4.	Standing Agenda Reports: <ul style="list-style-type: none"> • Officer Reports <ul style="list-style-type: none"> ➢ Member Relations Officer ➢ Integrated Planning Table 	<p>Member Relations Officer</p> <p>John Clarke reports that he contacted Yolanda Gallow via email on Thursday to set up a meeting and is waiting to hear back. Member Packages were sent out. Four (4) members have paid their dues with another five (5) reported as arriving imminently. John reminded EC members to be sure to include the MoU with payment.</p> <p>Integrated Planning Table</p> <p>Gerry Croteau reported that the IPT met on March 9. Work on the Lived Experience Guide was deferred until the next meeting on April 13, 2021. The Cultural Competency Tool was reviewed and discussed to develop a presentation for today's meeting by John Clarke. A review was conducted of the "Colour Blindness" term included in the tool and it was determined to be an error and Catherine has amended all versions to reflect</p>		

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	<p>“Cultural Blindness” as cited by the original source.</p> <p>➤ Capacity Building Officer Val Grdisa presented a PPT updating EC on the Dashboard Initiative. Val reviewed the 4 domains and the specific Indicators under each one and provided a short explanation/description on the iterations of indicators. Kathy reviewed the Youth Crime indicator and concerns regarding the appropriateness of its relation to the Safety domain. Kathy emphasized the importance of the Dashboard’s alignment with the priorities of the upcoming Strategic Plan. A copy of the PPT is included herein.</p> <p>➤ Advocacy/Government Relations Officer Advocacy/Government Relations Lucy Gowers provided an update on the Advocacy Group meeting that took place this morning. The Terms of Reference of the Connection To Community working group were finalized by the Advocacy group and were reviewed by EC. EC approves the ToR. Moved by James Thompson, seconded by Val Grdisa that the Connection To Community Ad Hoc Working Group be formed with the Terms of Reference as presented.</p> <p>Lucy reports that the Advocacy Group discussed the meaning of Connection to Community and the definition will be finalized at the next meeting on April 19, 2021.</p> <p>Lucy reports that a quote was provided by Fireside for the development of the Digital Access Letter on the Coalition website. The quote is included herein. James Thompson indicated that the budget was available to approve this spend. Moved by John Clarke, seconded by Gerry Croteau, to approve a spend of up to \$2000 to add the Digital Access Letter to the Coalition Website.</p> <p>Lucy Gowers outlined the plan to develop a Paid Sick Days Position Paper modelled after the letter to Premier Ford from the SMDHU.</p> <p>Lucy highlighted the ongoing initiative to invite MPs/MPPs to Advocacy Group meetings. James highlighted the importance of connection with local politicians as a value-add of the Coalition.</p> <p>➤ Anti-Oppression Ad Hoc Committee Anti-Oppression Ad-Hoc Committee Evolved from Framework to Commitment Statement. As the document was not included with the meeting package, it will be circulated to EC to review with any objections to be provided via email by 3:00pm on March 17, 2021. The cost to translate document is approx. \$250 including tax with a 1-week turnaround.</p>	<p> Dashboard PPT - Presentation to EC - F</p> <p> Connection to Community Terms of</p> <p>All in favour; carried.</p> <p> Fireside Costs to Produce - Digital Acce All in favour; carried.</p> <p>Catherine to confirm what the costs to reproduce various iterations of the letter campaign will be.</p> <p>Catherine to send out Statement for review by EC and complete the translation of the document.</p>

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	<ul style="list-style-type: none"> ➤ Trustee 	<p>Trustee Moved by John Clarke, seconded by Gerry Croteau the 2021-2022 Budget & Additional Budget Expenditures is approved. James reports that the Budget Approval and Additional Expenditures Process is still in development. The formulation of an outline to a formal process should be developed as part of a larger internal Governance process. James will provide an update at the next meeting.</p>	<p>All in favour; carried.</p>
<p>5.</p>	<p>Business Arising:</p> <ul style="list-style-type: none"> • Coalition Catchment Area • Communication Officer Vacancy 	<p>Coalition Catchment Area Catherine Howes presented a PPT highlighting the Value Proposition of expansion into Muskoka. The Executive Committee decided that the March Coalition Meeting agenda is already very full and this should be tabled for discussion at the May 27, 2021 Coalition Meeting. A discussion ensued regarding some of the proposed challenges raised. Kathy suggested this be incorporated into the upcoming Strategic Plan. James suggested an environmental scan in Muskoka for agencies who might wish to join the Coalition. Many Coalition members have partnership agencies in Muskoka.</p> <p>Communication Officer Position Christine welcomed Melissa Foster from the Barrie Public Library as the new Communications Chair. Kathy and Catherine already met with Melissa and briefed her on the Coalition Communication Plan and various annual reports. Melissa expressed gratitude and that she looks forward to bringing new ideas forward.</p>	<p> Value Proposition PPT.pptx</p> <p>Kathy to conduct environmental scan of Muskoka region for agencies who would be candidates for membership.</p>
<p>6.</p>	<p>New Business:</p> <ul style="list-style-type: none"> • Living Wage Certification • Call for Vice Chair • EA Recruitment • Strategic Plan 	<p>Living Wage Certification Renewal The Executive Committee agreed to renew the Living Wage Certification. The cost is \$50. Christine indicated that the Coalition made a strategic choice to be a Living Wage Employer as a means of alleviating poverty in Simcoe County. The Coalition takes a leadership role in supporting our community. Kathy points out that this is also in alignment with the recent Community Wellness and Safety Plans.</p> <p>Call for Vice Chair Christine indicated that it is the time of year where we begin to recruit for a Vice Chair to join the Executive effective Sept 2021. Christine asks the Executive Committee to consider if any would like to volunteer or to think of a Coalition member they might like to nominate.</p> <p>EA Recruitment Christine indicates that herself and Claudine are again committed to fully support the recruitment process. Christine would prefer not to go back to applications previously submitted but to reissue the Indeed job posting and recruit internally. Christine advised that the EA posting should be included in the Weekly to go out on Thursday. The job posting is included herein.</p>	<p>Catherine to complete renewal of Living Wage Certification.</p> <p>Catherine to repost Indeed Ad, include in weekly.</p> <p> EA Job Posting.pdf</p>

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	<p>2021 – 2024 Strategic Plan James reports the Strategic Plan RFP was circulated to all EC members with a request to provide feedback by last Tuesday at 3pm. As no negative feedback or suggested changes were received, the RFP Template was approved and will be sent out today to prospective candidates. Val suggested posting the RFP on Charity Village and will connect with the content to put in an external facing email inviting companies to participate. A Strategic Plan Committee will be developed at the April 19, 2021 EC Meeting.</p>	<p>Val to connect with Catherine on RFP email and some suggested candidates.</p>
7.	<p>Cultural Competency Tool</p> <p>John Clarke reviewed a document summarizing the results of the Executive Committee’s participation in the Cultural Competency Tool. The summary document is included herein. The Executive Committee provided their comments. James suggested it be incorporated into a workplan for EC or delegated to an existing ad hoc committee. He also emphasized the importance of alignment with the upcoming Strategic Plan. Christine suggested incorporating the action items into the development of internal Governance policies or processes along with processes for budgeting, executive transition, hiring, etc. Getting a group together to do this would not be an issue. John emphasized that the cultural competency work should be added to the existing EC workplan with the addition of the development of internal governance processes. The committee discussed the merits of developing a workgroup for this.</p> <p>Kathy reminded the EC that workplans should be reviewed at least every other meeting.</p> <p>John reports that the next step is to develop the Cultural Competency action plan and assign names and committees to each element. If it doesn’t exist we need to create it. EC needs to provide the Coalition our workplan to deliver on the actions. It should be the role of the EC to really dig deep and do the work.</p>	<p>John to present CCT at March Coalition meeting.</p> <div style="text-align: center;">  Coalition Culture Survey Report.docx </div> <p>Kathy to add Cultural Competency work to existing EC workplan.</p> <p>Catherine to add EC workplan review/update to next EC meeting agenda.</p>
8.	<p>Council Agenda: March 25, 2021</p> <p>Kathy reports that the Hot Topic is Equity, Diversity, and Inclusion with a panel composed of Rudy Grewal, Ali Tuckey, and Brenda Jackson.</p> <p>Kathy suggested amendments to the agenda as follows:</p> <ul style="list-style-type: none"> • Remove Coalition Catchment • Add EA Recruitment <p>Kathy reports that the Coalition CLAPS Nomination for the Coalition Meeting be the Anti-Oppression Ad Hoc Committee. The Executive Committee agreed.</p> <p>The Executive Committee approved the draft Coalition Meeting agenda with the suggested modifications.</p>	
9.	<p>Meeting Close</p> <p>There being no further business before the Executive, Christine closed the meeting at 2:07pm.</p>	

Next Meeting: Monday, April 19, 2021 - 12:00pm - 2:00pm