

COMMUNICATION TEAM MINUTES

THURSDAY, APRIL 15, 2013, 1:30-3:30PM, CHILDREN'S MENTAL HEALTH SERVICES, 3 APPLEWOOD DRIVE, 3RD FLOOR, BELLEVILLE

IN ATTENDANCE: Bonnie Perrigard, Brandi Hodge, Donna Kaye, Kellie Brace, Maribeth deSnoo, Theresa Dostaler, Wendy Anderson

REGRETS: Helene-Cadott-Gagnon, Linda Duffy-Brown

TEAM MANDATE: The Communication Team is responsible for developing and implementing a communication plan which includes strategies for communication throughout the Network, with and between organizations and the community. Strategies will include common branding, parent/youth engagement and CYSN website. In addition, this Team responds to the communication needs of the Network, Coordinating Team, priority committees and working groups.

Item	Discussion/Motions	Recommendations <i>(things to go forward to the Network)</i>	Action <i>(including Person Responsible and Completion Date)</i>
1. Welcome and Introductions			
2. Review of Agenda	Accepted		
3. Approval of Minutes	Accepted		
4. Business Arising from the Minutes a) February 28 th and March 28 th Network meeting summaries	Brandi reported on the highlights of the Network meetings. Our Team work plan was approved.		Please refer to Network meeting minutes for more detail.
5. Work Plan a) Update on Signing of Membership Agreements	Wendy advised that a letter was signed by Network co-chairs and		

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b) Preparations for May 23 rd Event c) Loyalist College Initiative d) Review of 2013/14 work plan	<p>membership/orientation packages were distributed and mailed, to include agreement, logic model, terms of reference, communication flow, goals and objectives.</p> <p>Discussed work plan and agenda.</p> <p>Deferred until May meeting.</p> <p>Deferred until May meeting.</p>		<p>See attached media event work plan.</p> <p>Theresa will build into work plan.</p>
6. New Business a) Input from Committees on Agenda and Minute Templates	<p>Suggestion to colour-code agendas and minutes was accepted, as was eliminating shading to save on ink. The revised logo – including French name - was reviewed. For consistency, ideally, the logo will go in the top right corner, then the bottom right. In some instances we may need to be flexible. Calibri was selected as the font of choice – for Network documents, report card brochure, etc.</p>		
7. Next Meeting	<p>Friday, May 10, 2013, 1-3pm</p> <p>Monday June 17, 1:30-3:30pm</p>		<p>Please send any regrets to mdesnoo@hpedsb.on.ca Bonnie.Perrigard@HighlandShoresCA S.com wanderson@cmhs-hpe.on.ca</p>
8. Adjournment	<p>Adjourned at 11:10am</p>		

THURSDAY, MAY 23RD MEDIA EVENT, 8-9:30AM, BAY OF QUINTE GOLF AND COUNTRY CLUB, BELLEVILLE

Activity	Details	Timeline	Budget	Person Responsible
Location and Date	April/May 8:00 May 23 rd <ul style="list-style-type: none"> - Bay of Quinte Country Club vvv - Travelodge <i>Save the date</i> sent out to members/directors			Wendy will investigate location and cost of venues as well as technology
Menu	Continental Breakfast			
Partnership Agreement Signed	Letter signed by co-chairs Partnership agreements signed by April 1 st	Agreements sent by: Wendy/ Co-chairs		
Invitation list	Members of the Network <ul style="list-style-type: none"> - Directors of Education - Directors of Social Services - Hospital CEO - Medical Officer of Health - Base Commander - Band Council - Police Chiefs Mayors, Wardens, Reeves MP, MPP Maribeth provided a sample to Wendy. Need a place on the invitation for people who are meant to sign (two separate invitations for those signing and those representing)	Wendy will create something, will come from the co-chairs "This is a media event to represent your organization to the well-being of children youth and families in our community. Please attend or have someone send someone in". Members will sign and then partners will sign.		Wendy will make the communication list. Committee co-chairs will make some phone calls.

RSVPs	What will timeline be? (RSVP) Wendy can let key players at organizations know.	May 16th		
Nametags	Wendy will create name tags for RSVPs Desk			
Tables with Reservations				
Banner with logos	Theresa to create new banner with logos			Banner could possibly go over the window
Banner (to roll)	Revised Logo Vision Mandate Picture - English Only			Wendy to draft
Agenda	<p>Welcome (Theresa & Kelly) -</p> <ul style="list-style-type: none"> • Overview of the Network • Overview of the Website (Bonnie and Maribeth) • Report Card (Tammy and Beverley - hand them out and speak to it) • Take questions • Run through/organize the signing, (Kelly, Theresa) - have someone announcing people (by tables) • Wendy will thank people at the end and add how to become involved if they are not yet. <p>Get Breakfast when enter then sit down at table</p>			
Print materials				
Press Release available (press kit)	Develop a press release/press kit for media Someone will be the media person. Theresa to take pictures			
Media				