

## **COMMUNICATION TEAM**

### **MINUTES**

Monday, December 17, 1:30-3:30pm

Children's Mental Health Services

Present: Bonnie Perrigard – Highland Shores Children's Aid  
Brandi Hodge – United Way  
Donna Kaye – Family Space  
Helene Cadotte-Gagnon – Trenton Military Family Resource Centre  
Kerry Donnell - Hastings and Prince Edward District School Board  
Maribeth deSnoo – Hastings and Prince Edward Learning Foundation  
Theresa Dostaler – Children and Youth Services Network  
Wendy Anderson – Children and Youth Services Network

Regrets: Johanne Huiskamp – Community Living Prince Edward  
Michael Weaver – Algonquin and Lakeshore Catholic District School Board

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#### **1. Welcome and Introductions**

#### **2. Minutes to the December 3, 2012 meeting were accepted**

#### **3. Terms of Reference**

- The revised team mandate was reviewed.
- Current membership was reviewed. Maribeth would like some key messages/promotional materials before approaching QHC.
- Wendy asked members to contact her about becoming a co-chair, representing communications on the Coordinating Team, and assuming responsibility for minutes.
- **MOTION:** To accept Maribeth deSnoo as one of the team co-chairs. Made by Brandi Hodge. Seconded by Helene Cadotte-Gagnon. All in favour. Carried. Maribeth also offered to represent Communication on the Coordinating Team, currently being established. Brandi offered to represent the Outcome Measures and Accountability Committee (OMAC) on the Coordinating Team to help get this important group off the ground. Wendy will advise the OMAC co-chairs.

#### **4. Continue Work on Communication Plan**

- Goals were revisited and expanded upon.
- An information flow process was developed which includes a quick reference document, updated each month, summarizing recommendations to the Network.
- Agenda and minute templates were developed.
- An understanding of Network goals and outcomes continue to be an issue.

#### **5. Review Changes to CYSN Website**

- The group reviewed the changes summarized by Emily MacDonald and provided correction and clarification.
- The idea was proposed to launch the website to the Network on January 24, 2013. A public launch could occur once Network members have had a chance to offer feedback.

#### **6. Loyalist College Student Project Idea**

- Theresa proposed that we take advantage of an opportunity to gain fresh new ideas from Loyalist students through a new community program. The team supported this idea. Theresa and Wendy will present our goals to interested students at Loyalist on January 9<sup>th</sup> at 1:15pm, and request their support.

#### **7. Determine Next Steps**

- Wendy will develop a draft Terms of Reference for next meeting
- Theresa will revise draft communication plan as discussed
- Theresa will develop the process, templates and recommendation documents
- Wendy will send website corrections and clarification to Emily at SNAP Design

#### **8. Next Meeting/Meeting Schedule/Inclement Weather Plan**

- Monday, January 7, 2013, 1:30-3:30pm, CMHS

In the event of bad weather, Wendy will contact the group by email in the early morning