

## COMMUNICATION TEAM MINUTES

MONDAY, NOVEMBER 17, 2014, 1:30-3:30PM, HASTINGS ROOM, EDUCENTRE, 156 ANN STREET, BELLEVILLE

IN ATTENDANCE: Bonnie Perrigard (Co-Chair) – Highland Shores, Maribeth deSnoo (Co-Chair) – HPE Learning Foundation, Anne-Marie Murphy – County of Hastings, Donna Kaye – Family Space Quinte, Wendy Anderson (CYSN Coordinator)

REGRETS: Linda Duffy-Brown – Community Living Prince Edward, Kellie Brace – HPE Learning Foundation

**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>
<b>1. Welcome and Introductions</b>	This meeting was chaired by Maribeth. Kellie Brace has resigned in order to focus her time on food security-related groups. Also, with Maribeth on the team, she indicated that the Learning Foundation is fully represented.		
<b>2. Review of Agenda</b>	Accepted		
<b>3. Accept Minutes from Oct 20<sup>th</sup></b>	Accepted		
<b>4. Business Arising from Minutes:</b> a) Network Meeting Highlights from Sept 25 <sup>th</sup>	Highlights were provided at our October meeting.		



ITEM	DISCUSSION/MOTIONS	RECOMMENDATIONS <i>(things to go forward to the Network)</i>	ACTION <i>(including Person Responsible and Completion Date)</i>
c) Draft Copyright Procedure/Policy	<p>About, No Wrong Door Resources, Red Flag Issues, Resources and Blog. This is intended to be more responsive to the information needs of Network members and incorporates the survey findings on communication. The Facebook and Twitter buttons will be disabled for now. A Get Involved category will be added to the top. Drop-down menus will be incorporated to help members find what they're looking for more easily. Costs have been prepaid.</p> <p>The group reviewed the second draft incorporating suggestions made at our last meeting. Maribeth has submitted it to her legal advisory for input and has not heard back yet.</p>	<p>Maribeth will communicate re-design plans to the Network with timeline.</p> <p>Maribeth will advise the Network of our work on this policy.</p>	<p>Wendy will finalize outline and submit to SNAP to determine a timeline.</p>
<b>6. New Business</b>	Expo Planning looking at No Wrong Door resource.		
<b>7. Summary of Next Steps</b>	Agenda items for our next meeting are to include co-chair, membership and a return to the annual celebration idea.		
<b>8. Next Meeting Third Monday of each month</b>	Monday, December 15 <sup>th</sup> , 1:30-3:30am, HPEDSB Board Committee Room		<p>If you are attending or not:  <a href="mailto:mdesnoo@hpedsb.on.ca">mdesnoo@hpedsb.on.ca</a>  <a href="mailto:wanderson@hpedsb.on.ca">wanderson@hpedsb.on.ca</a></p>
<b>9. Adjournment</b>	Adjourned at 3pm		