

COMMUNICATION TEAM MINUTES

MONDAY, OCTOBER 20, 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, Wendy Anderson (CYSN Coordinator)

REGRETS: Donna Kaye – Family Space Quinte, Kellie Brace – HPE Learning Foundation, Linda Duffy-Brown – Community Living Prince Edward

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	This meeting was chaired by Bonnie		
2. Review of Agenda	Accepted		
3. Accept Minutes from Sept 15th	Accepted		
4. Business Arising from Minutes: a) Network Meeting Highlights from Sept 25 th b) Coordinating Team Update – not applicable	Although it was understood by members present that the Service Referral Guide by Function will be updated and made available to CYSN members electronically, it was not clear that No Wrong Door training sessions will not be offered by the CYSN.		http://www.hpechildrenandyouth.ca/about-the-network/ Wendy will ask Service Pathway Committee to clarify at November CYSN meeting

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<p>5. Work Plan</p> <p>a) Website Stats for September</p> <p>b) Outline for Website Improvements</p> <p>c) Annual Celebration Planning</p> <p>d) Draft Copyright Procedure/Policy</p>	<p>September sessions and users were the highest yet. Wendy quantified that all visitors may not all be from HPE – but the majority would be. Peaks continue to occur on Fridays when the CYSN newsletter is posted, Mondays when feature articles are posted, and when Network minutes are made available.</p> <p>Wendy presented a general outline for improvements to make the website more user-friendly and illustrative of what the CYSN is doing; i.e., use of drop-down menus, organization of meeting packages, new headings to reflect priorities and referral sources. It was suggested that the website tries to do too much – parents, youth, professionals - but we are not there. Let’s focus on informing and providing resources to member organizations – especially in light of Partnership Self-Assessment results. Input was provided.</p> <p>It was decided by the group that tangible outcomes are needed before a celebration can happen.</p> <p>The group reviewed a draft policy prepared by Wendy – with input from HPEDSB Communications Officer. It was agreed that this will protect the Network but a great learning opportunity for members to look at their own practices.</p>	<p>Maribeth will share with the Network.</p>	<p>Wendy will continue working on the outline and finalize for presentation and discussion at our next meeting.</p> <p>Maribeth will communicate to the Coordinating Team.</p> <p>Wendy will add a statement of understanding to the bottom and Maribeth will ask the Learning Foundation’s legal advisor to review.</p>

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6. New Business	Although Bonnie will remain on the Communication Team as a member, she informed the group that she must resign as co-chair. We will discuss at our next meeting.		If any of our team members are interested in sitting as co-chair (2-year commitment), or know of someone who would be interested, please advise.
7. Next Meeting Third Monday of each month	Monday, November 17th, 1:30-3:30am, HPEDSB Hastings Room		If you are attending or not: mdesnoo@hpedsb.on.ca Bonnie.Perrigard@HighlandShoresCAS.com wanderson@cmhs-hpe.on.ca
8. Adjournment	Adjourned at 2:55pm		