

## COORDINATING TEAM MINUTES

WEDNESDAY, APRIL 17, 2013, 9-11AM, CHILDREN'S MENTAL HEALTH SERVICES, 3 APPLEWOOD DRIVE, 3<sup>RD</sup> FLOOR, BELLEVILLE

**IN ATTENDANCE:** Beverley Bell-Rowbotham, Brandi Hodge (Community Indicators and Measures), Kelly Mathieson, Maribeth deSnoo (Communication), Theresa Dostaler, Wendy Anderson

**GUEST:** Susan Kiley Mullaly. Public Health Dietician and member of the Food Security Network

**REGRETS:** Theresa Kennedy, Anne-Marie Murphy (Resource Sharing), Terry Swift (Service Pathway)

**TEAM MANDATE:** The Coordinating Team is responsible for developing processes to support effective decision-making by the Network. The Coordinating Team receives agenda items from teams, committees, working groups and community partners, organizes Network meetings, and provides general direction to the coordinator in the development of Network agendas. The Team also reviews Network membership and partnership in order to identify gaps.

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>			
<b>2. Review of Agenda</b>	Accepted		
<b>3. Accept March 21, 2013 Minutes</b>	Accepted		
<b>4. Food Insecurity</b>	Susan Kiley Mullaly and Beverley have been working with Cathy McCallum on a 60-minute presentation, which will include clarification of	Recommend the formation of a joint working group to look	Beverley will ask Ruth from CDC to bring the donation jar so that Network members may

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	<p>terms, stats, and an interactive component. In terms of next steps and working together, it has been suggested that a joint working group be established, comprised of interested parties from both Networks.</p>	<p>at food insecurity issues in HPE and bring recommendations back to their respective Networks.</p>	<p>donate a toonie to local initiatives – food banks, food for learning, good baby box – as they have done in the past. Wendy will invite the Network by email to participate.</p>
<p><b>5. Work Plan</b>            a) Attendance Survey</p> <p>b) Evaluation Results from Mar 28<sup>th</sup></p>	<p>Beverley presented preliminary results from the Network attendance survey. The date and time work for the majority of respondents. An earlier start was suggested – although the 9:30am start was establish to accommodate those travelling from Bancroft, PEC, etc. The most common issue for members appears to be conflicting priorities. The team agreed that such conflicts may be present whether the Network meets monthly, bi-monthly or quarterly. The team will look at this in June, once all of the responses are in.</p> <p>Beverley shared meeting evaluation and feedback. Networking and information were main themes, format and content went well, and respondents continue to find presentations beneficial. Helpful suggestions for improvement were discussed.</p>		<p>Kelly will present a brief summary of three themes – meeting times, conflicting priorities, and balancing the work of committees with Network involvement, and advise that more will be shared and discussed in June in preparation for Fall scheduling.</p> <p>There will be no meeting evaluation in May since we are required to evaluate our membership agreement process as part of Innovation Fund – we don't want to burden our members with too</p>

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c) Revisit Network Structure	Wendy explained to the group that the creation of two sub-committees at the March meeting was not consistent with the intent behind the restructure and corresponding TOR. Working groups attached to the Network are in place to keep Network members well-informed and engaged with projects and avoid that extra layer that used to exist under the former structure.	Recommend that the previous motion be replaced with a motion to form a “Food Insecurity” working group (joint) and a “Kindergarten students who are identified developmentally at risk” working group.	many surveys. A focus group was suggested as an alternative. Wendy, Beverley and Theresa will develop.  Wendy will offer explanation to the Network and propose the revised motion.
d) Develop agenda	The April 25 <sup>th</sup> agenda was finalized. We will begin with a video followed by quick roundtable introductions. Written endorsement of the Early Child Development Appendices A-G is required by MCYS. Maribeth will speak about the May 23 <sup>rd</sup> media event on behalf of the Communication Team.	Recommend that an Advocacy and Community Service Gap working group be formed to develop a process – using info gathered by Wendy.	Theresa and Maribeth will select a video. Wendy will send out the appendices this week and request questions in advance. Wendy will develop an endorsement form for signatures.
<b>6. Next Meetings</b>	<ul style="list-style-type: none"> <li>• Monday, May 13, 2013, 1-3pm, CMHS</li> <li>• Thursday, June 20, 2013, 1-3pm, CMHS</li> </ul>		Please send any regrets to: <a href="mailto:wanderson@cmhs-hpe.on.ca">wanderson@cmhs-hpe.on.ca</a>
<b>7. Adjournment</b>	Meeting was adjourned at 11:45am		