

## COORDINATING TEAM MEETING MINUTES

MONDAY, FEBRUARY 9, 2015, 9:30-11:30AM, HASTINGS ROOM, 156 ANN STREET, BELLEVILLE

IN ATTENDANCE: Kelly Mathieson (CYSN Co-chair) , Maribeth deSnoo (Communication Team), Brandi Hodge (Community Indicators and Measures Committee), NovTheresa Kennedy (CYSN Co-chair) – via telephone, Beverley Bell-Rowbotham (DAC), Wendy Anderson (CYSN Coordinator)

REGRETS: Susan Seaman (Service Pathway / Community Engagement Committee), Colleen Peairs (Early Childhood Development Working Group)

**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	ACTION <i>(including Person Responsible and Completion Date)</i>
<b>1. Welcome</b>		
<b>2. Review of Team Agenda</b>	Accepted	
<b>3. Accept Nov. 11, 2014 Minutes</b>	Accepted	
<b>4. Business Arising</b> a) November 27 <sup>th</sup> Attendance	40 people, representing 30 organizations, were in attendance. Results have been somewhat consistent since September 2013. Each meeting seems to bring different member representatives and new community partners. The team agreed that this creates a challenge for planning.	

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<p>b) November 27<sup>th</sup> Evaluations</p> <p>c) Co-chair Nominations Update</p>	<ul style="list-style-type: none"> <li>We received 15 responses. The majority agreed that the meeting was well-planned, met objectives, and was an effective use of time. Meeting components received positive ratings. Some like treats, others prefer healthy food choices – both will continue to be offered. An agency roundtable – as we did at the library in April 2014 – will be offered in 2015. (Name something important that has happened in your organization recently? OR Name something important that you are planning in your organization within the next 6 months?)</li> <li>Wendy advised that no nominations have been received. Brandi suggested making a nomination form available at each table.</li> </ul>	<p>In response to input, we will offer a 5-minute break at our next meeting. We will not do an evaluation this time.</p> <p>Wendy will prepare a form and co-chairs will introduce it. If no nominations are received, we will look at approaching potential candidates over the summer.</p>
<p><b>5. Work Plan</b></p> <p>a) Partnership Self-Assessment Recommendations from CIMC</p>	<ul style="list-style-type: none"> <li>Beverley shared a summary of responses and themes from Nov. 27<sup>th</sup> exercises with the Network around vision, mandate and activities, broken down into internal (CYSN) and external (community) categories.</li> <li>Brandi shared the CIMC recommendation to hold a visioning Vision and Mandate re-confirming exercise with the CYSN at its April 23<sup>rd</sup> meeting.</li> <li>Beverley shared an updated Community Profile for Children and Youth in HPE with the team. All thought it was great. Once finalized, we should plan to have it presented to the CYSN. Beverley suggested data be included as a regular agenda item in future.</li> </ul>	<p>This information and recommendation will be presented by CIMC on March 12<sup>th</sup> – 20 minutes</p>

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b) Develop and finalize March 12 <sup>th</sup> Agenda – See Outline	<ul style="list-style-type: none"> <li>• Approval of \$50 annual membership fee goes to consent agenda.</li> <li>• Lynette (MCYS) does not have any updates to share. Rachelle (MEDU) will announce changes to wage enhancement. Still waiting to hear from Terry (Mental Health) and Margo (Special Needs).</li> <li>• Pam Kent and Cathy Utman have agreed to update the Network on How Does Learning Happen? from a licensed child care perspective.</li> <li>• The team reviewed the Partnership Connection form submitted by Rhiannon Aird. The purpose to provide a brief overview of Signs of Safety and how members can play a vital role was supported.</li> <li>• The team did not support covering the printing of the red cards in this year’s budget unless work is well underway.</li> <li>• It was agreed not to delay the distribution and signing of the 2015/16 membership agreements in order to wait for action coming out of the partnership self-assessment since it has been an established process of commitment since our restructure. Addressing the self-assessment results has been time consuming and could take a lot longer. It was suggested that a statement be included in the agreement about helping the Network move forward on the self-assessment results. Recommended statements from the Service Pathway Committee should be discussed and supported by the TOR/Membership Agreement Working Group.</li> </ul>	<p>Wendy will share with Service Pathway Committee.</p> <p>Wendy will call a meeting of the TOR/Membership Agreement Working Group to finalize the agreement.</p>
<b>6. New Business</b> a) Renewal of Coordinator’s Contract 2015/16	<p>Circumstances have arisen where the Network may need to look at its banker for April 1<sup>st</sup>. The issue comes down to whether it is in the best interests of the CYSN and its membership for the Coordinator to be employed or self-employed, and what the responsibilities of the CYSN are in terms of office space, tools, liability, etc. Both ministries were</p>	<p>Brandi, Kelly and Wendy will meet to determine a process that is open and transparent</p>

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	consulted and it was determined that these decisions need to be made by the Network. This team is responsible for establishing a process to prepare for a decision by the Network on March 12 <sup>th</sup> .	for addressing this issue and act accordingly.
<b>7. Next Meeting</b>	Wendy will issue a doodle poll for the April meeting.	Regrets to: <a href="mailto:wanderson@hpedsb.on.ca">wanderson@hpedsb.on.ca</a>
<b>8. Adjournment</b>	11:30am	