

COORDINATING TEAM MINUTES

THURSDAY, JUNE 20, 2013, 9:30-11:30AM, CHILDREN'S MENTAL HEALTH SERVICES, 3 APPLEWOOD DRIVE, 3RD FLOOR, BELLEVILLE

IN ATTENDANCE: Anne-Marie Murphy (Resource Sharing), Beverley Bell-Rowbotham, Brandi Hodge (Community Indicators and Measures), Maribeth deSnoo (Communication), Terry Swift (Service Pathway/Community Engagement), Susan Seaman (Guest), Theresa Dostaler, Theresa Kennedy (Network Co-Chair), Wendy Anderson (Facilitator)

REGRETS: Kelly Mathieson (Network Co-chair)

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>
1. Welcome and Introductions	Susan Seaman was welcomed as a possible Service Pathway Committee representative		
2. Review of Agenda	Add Communication Team recommendation to 7a.		
3. Accept May 13, 2013 Minutes	Accepted		
4. Business Arising	Wendy advised that the process to utilize the MCYS logo is quite lengthy, and that MCYS had suggested we use "Supported by the Ministry of Children and Youth Services" for now.		Wendy will investigate the process for use of the logo for future materials; report cards, red cards, etc.

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<p>5. Work Plan</p> <ul style="list-style-type: none"> • Network Meeting Evaluation • Membership • Develop and Finalize Agenda 	<p>The results from the attendance survey were reviewed and discussed. The fourth Thursday starting at 9:30am seems to work for the majority. Most indicated that they would prefer to meet less often than monthly. Many have commented that March is too busy to meet. Many appreciate the networking value. The Resource Sharing Committee will be looking at offering opportunities for training, networking.</p> <p>A list of member organizations and a list of organizations, networks and groups that we have engaged were reviewed.</p> <p>Videos will not be used unless relevant. The draft 2013/14 was reviewed, anticipating questions that may be raised from the floor. A gallery walk will gather information about the membership agreement process. These four questions were tested by the Service Pathway Committee and the resulting discussion was excellent. Information will be gathered to assist with the planning and moving forward of “No Wrong Door” training. Maribeth stressed the importance of key messages, and engagement of those who attended the launch. Each group will provide a brief report.</p>	<p>Meet in Sept, Nov, Feb, Apr, June Offer training, networking opportunities during alternative months. Offer 9-9:30am for coffee/networking.</p>	<p>Wendy and Maribeth will work over the summer on a recruitment script/package. Brandi will approach United Way member organizations.</p> <p>Wendy will send out meeting package, to include budget.</p> <p>Theresa D. will plan a “No Wrong Door” information gathering activity.</p>

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6. New Business <ul style="list-style-type: none"> CYSN Annual Evaluation 	Wendy introduced the work done by the Logic Model Sub-Committee in 2009/10 in choosing a partnership self-assessment tool. We should begin thinking about performing a Network evaluation at the end of 2013/14.		Wendy will forward the tool and other resources to Brandi for discussion at Monday's Community Indicators and Measures Committee meeting.
7. Next Steps	Susan Seaman has agreed to represent the Service Pathway Committee! Many thanks Terry for your commitment and leadership!		
8. Next Meetings	Monday, September 16, 10-11:30pm, CMHS pending Kelly's availability. Wendy will send out a doodle for November.		Please send any regrets to: wanderson@cmhs-hpe.on.ca
9. Adjournment	Meeting was adjourned at 10:35pm		