

## COORDINATING TEAM MINUTES

MONDAY, MAY 13, 2013, 1-3PM, CHILDREN'S MENTAL HEALTH SERVICES, 3 APPLEWOOD DRIVE, 3<sup>RD</sup> FLOOR, BELLEVILLE

**IN ATTENDANCE:** Anne-Marie Murphy (Resource Sharing), Beverley Bell-Rowbotham, Brandi Hodge (Community Indicators and Measures), Kelly Mathieson, Maribeth deSnoo (Communication), Terry Swift (Service Pathway/Community Engagement) Theresa Dostaler, Theresa Kennedy, Wendy Anderson (Recorder)

**REGRETS:** None

**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>	Add concern about Coordinating Team and review of Report Card brochure to #5.		
<b>3. Accept April 17, 2013 Minutes</b>	Accepted		
<b>4. Early Development Instrument (EDI) Presentation</b>	Beverley provided an overview of the information that will be captured in a power point presentation. An interactive component		Beverley will finalize the power point and work with Theresa on finding an appropriate video.



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<p>d) Coordinating Team</p> <p>e) Report Card Brochure</p> <p>f) Develop May 23<sup>rd</sup> Agenda</p>	<p>Community Expo – and to apply to United Way for \$4,000 to cover venue and food. Last year, we received \$2,500. It was agreed that this needs to receive approval from the Network.</p> <p>Brandi shared a concern that was raised at the Community Indicators and Measures Committee. A few people who were present at the April 25<sup>th</sup> Network meeting felt that the Coordinating Team acted beyond their authority and changed a Network decision.</p> <p>Brandi and Beverley presented the draft for review by the group. It has already been discussed by the Community Indicators and Measures Committee and Communication Team.</p> <p>Each agenda item was discussed and organized in a logical order. Use of the consent agenda for admin items only was clarified. The teams and committees have nothing to report at this time.</p>		<p>the proposal. It will also need to be signed by Terry and the Board as well as two community partners.</p> <p>Kelly offered to spend some time under business arising to clarify the role of the Coordinating Team, and ask members to express their concerns at meetings as they arise rather than later.</p> <p>Brandi and Beverley will finalize. Wendy will contact MCYS about use of their logo.</p> <p>Wendy will finalize the agenda and send the meeting package out to members.</p>
<b>6. Next Meetings</b>	Thursday, June 20, 2013, 9:30-11:30am, CMHS		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 3pm		