

## COORDINATING TEAM MINUTES

MONDAY, SEPTEMBER 16, 2013, 10:30AM-NOON, CMHS

IN ATTENDANCE: Theresa Kennedy (CYSN Co-Chair), Kelly Mathieson (CYSN Co-Chair), Susan Seaman (Service Pathway/Community Engagement Committee), Anne-Marie Murphy (Resource Sharing Committee), Maribeth deSnoo (Communication Team), Beverley Bell-Rowbotham (HPE DAC), Wendy Anderson (CYSN Coordinator)

REGRETS: Brandi Hodge (Community Indicators and Measures Committee)

**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>	Welcome back everyone.		
<b>2. Review of Agenda</b>	Beverley added "Healthy Communities Partnership" to the agenda. Wendy added QW Youth Centre idea submitted by Jared Phillips to Resource Sharing Committee.		
<b>3. Accept Minutes from June 20th</b>	Minutes were accepted.		

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<p><b>4. CYSN Agenda Items to Consider</b></p> <p>a) Aboriginal ECD Community Planning Template</p> <p>b) Advocacy Guidelines and Request Form</p> <p>c) CYSN Budget Update – April to July 2013</p> <p>d) CAR - Innovation Fund Approval</p> <p>e) Food Security – Donation Presentations</p> <p>f) Food Security – Food Reclamation Project Working Group TOR and Proposal</p>	<p>Wendy advised that this template request came in from MCYS over the summer. She worked with Brandi Hildebrand, Mohawk Family Services to get it in by September 9<sup>th</sup> deadline. Brandi presented to the Tyendingaga Children’s Network that acts as our advisory.</p> <p>The team discussed effective ways to present these tools to the Network.</p> <p>Since CYSN responsibilities are not clear to her, and perhaps others, Maribeth requested that Terry present a summary of CYSN responsibilities along with the budget update.</p> <p>Wendy advised that the Service Pathway/Community Engagement Committee is will to take the lead on this. A meeting with the regional coordinators is planned for the day before the CYSN meeting.</p> <p>The idea of requesting admission to CYSN meetings to support food security was discussed, perhaps with prizes.</p>	<p>The template will be presented to the Network as an information item.</p> <p>“What If” scenarios will be presented.</p> <p>Since leadership is currently in transition, Wendy will present on behalf of SP/CE.</p>	<p>Wendy was asked to share the template with the Network in advance of the meeting, and contact Brandi Hildebrand about making a cultural sensitivity presentation to the Network.</p> <p>Wendy will ask for a volunteer from advocacy working group.</p> <p>Wendy will speak to Terry Swift.</p> <p>Kelly will present donations and raise admission idea at meeting.</p> <p>Wendy will confirm with Ruth Ingersoll that she will present as working group Co-Chair.</p>

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<p><b>5. Work Plan</b></p> <p>a) Review Membership list</p> <p>b) Review and finalize Network agenda</p>	<p>Wendy advised that the CYSN now has 48 member organizations along with 38 partner organizations on her distribution list. A complete list of members was shared.</p> <p>The Network agenda was finalized for distribution at the end of the week. A meeting evaluation will be performed at the November meeting.</p>	<p>A supply of CYSN brochures will be distributed to those present for engagement and recruitment.</p>	<p>Wendy will advise Brandi/Tami of the CIMC that any November agenda items will need to be submitted to the Coordinating Team on November 4<sup>th</sup>.</p>
<p><b>6. New Business</b></p> <p>a) Report on Meeting with HPEDSB Director</p> <p>b) Delegation to Social Service Committees</p> <p>c) FASD Presentation Request</p>	<p>Kelly advised that she and Wendy met with Mandy Savery-Whiteway, Colleen DeMille and Cathy Portt. While HPEDSB will remain active on the Network, Mandy cannot sign our membership agreement. Dues for 2013/14 have been paid however. HPEDSB is in the process of developing a protocol for all partnerships and cannot commit at this time.</p> <p>This would be premature – let’s not engage until we have a specific action to address.</p> <p>Wendy advised that Kathy Kennedy from the Prince Edward Learning Centre approached her about increasing the awareness and skills of service providers around FASD.</p>		<p>Wendy will contact Kathy and Jared to suggest that they refer to the new guidelines and</p>

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d) Quinte West Youth Centre Idea  e) Healthy Communities Partnership Survey	At a recent Resource Sharing Committee meeting, Jared Phillips raised the possibility of a community hub in response to space issues being experienced by providers in QW.  Under new business, Beverley will share a survey response card for completion by members/partners.		process for bringing advocacy and community issues forward to the CYSN.
<b>7. Next Meeting</b>	Monday, November 4 <sup>th</sup> , 1:30-3pm, CMHS		If you are attending or not: <a href="mailto:wanderson@cmhs-hpe.on.ca">wanderson@cmhs-hpe.on.ca</a>
<b>8. Adjournment</b>	Meeting adjourned at 12:10pm		