

## COMMUNICATION TEAM MINUTES

TUESDAY, JUNE 30, 2015, 10AM-NOON, HPEDSB HASTINGS ROOM, BELLEVILLE

IN ATTENDANCE: Bonnie Perrigard – Highland Shores Children’s Aid, Donna Kaye – Family Space, Wendy Anderson (CYSN Coordinator)

REGRETS: Anne-Marie Murphy – County of Hastings, Linda Duffy-Brown – Community Living Prince Edward, Diana Gregory – John Howard Society

**MANDATE:** The Communication Team is responsible for developing and implementing a communication plan which includes strategies for communication throughout the Network, with and between organizations and the community. Strategies will include common branding, parent/youth engagement and CYSN website. In addition, this Team responds to the communication needs of the Network, Coordinating Team, priority committees and working groups.

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> a) Request Volunteer for Rotating Chair  b) Team Member Recruitment	Wendy agreed to facilitate this meeting.  Wendy shared a process that was used with success by our counterpart planning table in KFL&A to recruit committee and working group members.		Wendy will look into implementing at the September or November Network meeting.
<b>2. Review of Agenda</b>	Accepted		
<b>3. Accept Minutes from May 29th</b>	Accepted		
<b>4. Business Arising from Minutes:</b> a) Network Meeting Highlights from June 25 <sup>th</sup>	Wendy ran the “Benefits of Membership” slideshow during the networking portion of the meeting, and		Visit the <a href="#">CYSN website</a> to read Network and Coordinating Team minutes.

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b) Coordinating Team Update	distributed testimonial forms to all attendees. Reminders of the mid-July deadline will be included in the minutes. Wendy shared the 7 testimonials received to date. These will be shared with the Network on September 24 <sup>th</sup> .		Wendy will add a “testimonials coming” section to the CYSN home page.
<b>5. Work Plan</b> a) Website Stat Review for May 2015  b) Plans for Report Card 2015  c) Develop Work Plan	<p>Wendy presented the May stats which show growth in the number of sessions and users since February 2015.</p> <p>Technical difficulties have delayed the printing of the Red Card. They should be ready well in advance of September. The electronic version was viewed and all agreed that the format is friendlier.</p> <p>The Report Card 2015 was discussed. We’ll have a better idea of content after the September vision/mandate exercise being planned by the Community Indicators and Measures Committee. Bonnie recommended that structure be a part of the September exercise. Deputations to municipal councils have been delayed until early 2016 to allow time for red flag campaign outcomes and development of the Report Card 2015.</p> <p>Communication Team objectives were discussed and updated. Cannot finalize without whole group.</p>		<p>Wendy will be adding web links to the electronic Red Cards over the summer.</p> <p>Not having a Coordinating Team representative, Wendy will relay the recommendation to address structure.</p> <p>Wendy will prepare a draft work plan for 2015/16, based on discussions from today</p>

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			and our May meeting, in preparation for our next meeting – which will take place after the vision/mandate exercise.
<b>6. New Business</b>	None		
<b>7. Summary of Next Steps</b>	We will continue with the 2015/16 work plan at our next meeting.		
<b>8. Next Meeting</b>	September 28, 2015, 1:30-3:30pm, HPEDSB		If you are attending or not: <a href="mailto:wanderson@hpedsb.on.ca">wanderson@hpedsb.on.ca</a>
<b>9. Adjournment</b>	Meeting adjourned at noon.		