

COMMUNICATION TEAM MINUTES

MONDAY, SEPTEMBER 28, 2015, 1:30-3:30PM, HPEDSB QUEEN ALEXANDRA ROOM, BELLEVILLE

IN ATTENDANCE: Bonnie Perrigard – Highland Shores Children’s Aid, Donna Kaye – Family Space, Anne-Marie Murphy – County of Hastings, Linda Duffy-Brown – Community Living Prince Edward, Wendy Anderson (CYSN Coordinator)

REGRETS: 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>
1. Welcome and Introductions a) Request Volunteer for Rotating Chair	Bonnie agreed to chair this meeting.		
2. Review of Agenda	Accepted		
3. Accept Minutes from June 30th	Accepted		
4. Business Arising from Minutes: a) Network Meeting Highlights b) Coordinating Team Update	Bonnie summarized the Network and Coordinating Team meetings.		Visit the CYSN website to read Network and Coordinating Team minutes.

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<p>5. Work Plan</p> <p>a) Website Stat Review for Sept 21st</p> <p>b) Plans for Report Card 2015</p> <p>c) Develop Work Plan for 2015/16</p>	<ul style="list-style-type: none"> Wendy presented a revised summary report that focuses on local sessions and users. The largest number of local sessions, from highest to lowest, occurred in Belleville, Kingston, Prince Edward, Quinte West, Bancroft and Madoc. The total # of local sessions since April 1st was 2161 with 939 new users. Sessions by location are available if necessary. We have no way of knowing whether users are Network members. The group would like to survey the Network about their use and satisfaction with the website. The question about frequency that was asked in 2014 partnership self-assessment will be repeated since we now have benchmark. The distribution strategy would be to email the survey monkey link to members with a message from the Communication Team. The CIMC are still working out timing of the update – in consideration of the availability of new EDI data, etc. Wendy had prepared a draft work plan, gathering info from previous team discussions. Bonnie suggested that the Network needs to establish priorities arising from the Sept 24th facilitated session before our team can develop a work plan. All agreed. 		<p>Bonnie will draft questions and share via email for input from the group. Final questions will be sent to the CIMC for input.</p>

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	<ul style="list-style-type: none"> • Bonnie asked, how do we know that health care providers are actually using it? • Wendy responded that we don't know this for sure – although as a program mandated by the Ministry of Health in partnership with MCYS, it is generally assumed that it is being used. • The group discussed the challenges of connecting with doctors. 		Wendy was tasked with taking this issue to the CIMC for feedback.
7. Summary of Next Steps	We will meet again once Network priorities have been established.		
8. Next Meeting	Wendy will issue a doodle.		If you are attending or not: wanderson@hpedsb.on.ca
9. Adjournment	Meeting adjourned at 3:30pm.		