

COORDINATING TEAM MEETING MINUTES

THURSDAY, APRIL 2, 2015, 9:30-11:30AM, HASTINGS ROOM, 156 ANN STREET, BELLEVILLE

IN ATTENDANCE: Kelly Allan (CYSN Co-chair) , Theresa Kennedy (CYSN Co-chair), Maribeth deSnoo (Communication Team), Susan Seaman (Service Pathway / Community Engagement Committee), Colleen Pears (Early Childhood Development Working Group), Beverley Bell-Rowbotham (DAC), Wendy Anderson (CYSN Coordinator)

REGRETS: Brandi Hodge (Community Indicators and Measures Committee)

GUEST: Tamara Kleinschmidt (Trenton Military Family Resource Centre)

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	ACTION <i>(including Person Responsible and Completion Date)</i>
1. Welcome	Tamara Kleinschmidt was welcomed as our guest, and is interested in a CYSN co-chair position.	
2. Review of Team Agenda	Accepted	
3. Accept Feb 9, 2015 Minutes	Accepted	
4. Business Arising a) Debrief of March 12 th Processes	Kelly suggested that items for decision be identified at Coordinating Team meetings and shown on agendas. That way, CYSN co-chairs (and members) are not taken by surprise when a motion is required.	Wendy will ensure that “request for motion” is identified on agendas.

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b) March 12 th Attendance Review and Membership Engagement Discussion c) Co-chair Nominations Update – June Election d) CYSN Banker Update	<p>48 people, representing 35 organizations, were in attendance. Wendy calculated that 19 decision-makers were present which represents only 35% of CYSN member organizations. A summary of decision-maker representation from March 2014 to March 2015, included in the meeting package, shows that this tends to be the norm - with the exception of June 2014 when Rachelle Blanchette facilitated a “How Does Learning Happen” exercise and we achieved a 59% majority. Our quorum is 50% of voting members in good standing present plus one.</p> <p>No nomination forms were submitted after the March meeting. A copy will be included with the minutes.</p> <p>Since the Board of Directors of one potential banker is not meeting until the evening before our Network meeting, Maribeth and Wendy will meet with this organization and send a recommendation to CYSN signatories via email for a decision. This is especially important when many of our decision-makers are not present at meetings. The Co-chairs will advise the Network of this process on March 12th.</p>	<p>Wendy will continue to monitor.</p> <p>Maribeth and Wendy will coordinate.</p>
5. Work Plan a) Acting on Partnership Self-Assessment Findings	<ul style="list-style-type: none"> • In Brandi’s absence, Wendy and Beverley spoke to this. • The CIMC met on Monday where Brandi clarified that the intent is to plan a vision and mandate re-visit exercise to clear up any misunderstanding and bring everyone together on the same page. • Brandi had recommended that this not be facilitated by one of us but rather an outside facilitator, and the group will be looking at 	

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<p>b) Develop and finalize April 23rd Network agenda – See Outline</p>	<p>my counterpart in Kingston, and Brandi’s counterparts in Kingston and Peterborough as possibilities. Timeline: May or June.</p> <ul style="list-style-type: none"> • Maribeth stated that an Executive Committee is needed to move the CYSN forward. • With regards to structure, Beverley added that some assessment findings suggest that we bring back former groups; i.e., Prenatal to 6, Youth and Family Issues. Susan advised that much of this work continues, just not under the Network structure. • The CIMC has also tasked Beverley with the development of a visual of CYSN goals, Ministry goals and CYSN activities to share with all groups before taking to the Network. Wendy had started work on this and included a summary in our meeting package. • Maribeth has suggested to the CIMC that the Ministries be invited to clarify goals set out in the Service Description Schedule A - which Maribeth had distributed to our group. • Wendy distributed the unaudited year-end actuals for March 31st which show an \$89.34 overage. Maribeth will present this in her Lead Agency Report. Wendy also distributed a draft budget for 2015/16. It was suggested that a group get together to finalize for presentation to the Network. • Margo will speak to the Special Needs Strategy. Wendy will contact MCYS about Moving on Mental Health, Mental Health Services about Addictions and Mental Health (16+) Redesign and MEDU about its child care campaign – Maribeth asked if we should be promoting this as a Network. Theresa advised that school boards could speak to How Does Learning Happen? in the Fall. 	<p>We will have a better idea of how the CIMC will proceed after their April 13th meeting.</p> <p>Maribeth, Tamara and Wendy will meet in Maribeth’s office at 8am on April 13th to finalize budget.</p> <p>Wendy will contact the appropriate people.</p>

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	<ul style="list-style-type: none"> • Although the Second Helpings group will not meet until April 15th, it was their intention to do a soft launch of the “Fresh for All” campaign to the Network in April. • The ECD group, which doesn’t meet until April 22nd, is planning to gather input from participating organizations. • Maribeth suggested that Service Pathways speak to the Expo since the connection is not clear. • It is hoped that printed Red Cards will be ready for distribution. • A family engagement plan has not yet been completed – Service Pathways will have a new co-chair – Susan Sweetman, CMHS. • The Advocacy Group will be presenting their work plan for approval, now that it has been vetted through the two Red Flag groups, CIMC and Communication Team. A call for volunteers to make November deputations will occur. • We have not received any community issues or partnership connections request forms. Kelly will clarify to members what these forms are for; i.e., what do you need help with? • A 10-minute Databit by Beverley will be added to the agenda. 	<p>Colleen will move this forward.</p>
<p>6. New Business</p>		
<p>7. Next Meeting</p>	<p>Wendy will issue a doodle poll for the June meeting.</p>	<p>Regrets to: wanderson@hpedsb.on.ca</p>
<p>8. Adjournment</p>	<p>11:30am</p>	