

COORDINATING TEAM MEETING MINUTES

MONDAY, AUGUST 29, 2016, 9-11AM, HIGHLAND SHORES CHILDREN'S AID, BELLEVILLE

IN ATTENDANCE: Mark Kartusch (Managing Agency), Brandi Hodge (Community Indicators and Measures Committee), Kelly Allan (Past CYSN Co-chair), Susan Seaman (Service Pathway/Community Engagement Committee), Beverley Bell-Rowbotham (DAC), Wendy Anderson (CYSN Coordinator)
 REGRETS: Theresa Kennedy (CYSN Co-chair), Tamara Kleinschmidt (CYSN Co-chair)

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	Kelly offered to Chair	
2. Review Agenda	Accepted	
3. Review June 7, 2016 Minutes	Accepted	
4. Business Arising a) June 23 rd Attendance Review	<ul style="list-style-type: none"> 47 individuals attended – up from 33 in April. 48% of total member organizations were represented by a decision-maker – up from 43% at the three previous meetings, largely due to the promotion beforehand of 2015 EDI result presentation. 	

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b) Meeting Evaluation for September 22 nd	<ul style="list-style-type: none"> Beverley shared a draft evaluation and received input from Brandi about communication and transparency of the CIMC's community work plan development process. 	Beverley will revise and share with group for feedback
5. Coordinating Team Work Plan a) Co-chair Nominations and Election 2016 b) Review Template for Q1 Financial Report c) Pre-Databit Review and Discussion - EDI d) Finalize Network Agenda for September 22 nd	<ul style="list-style-type: none"> Waiting to hear back from Tamara about her meeting with Cathie West. Due to the leadership role CMSMs are to play in the OEYCFCs, the group felt that a co-chair from either of the CMSMs would make sense. Since Pam Kent from PELASS has just stepped down as co-chair of the KFL&A planning table, the possibility of someone from Hastings was discussed. Wendy shared the new template developed with HSCA. The group felt the template was concise and clear and agreed to its use for managing agency financial reporting to the CYSN. Beverley advised that this next presentation will dig deeper into the 2015 EDI results and report on domains and neighbourhoods. Wendy is waiting to hear back from Rachelle, Pam Kent and Susan Sweetman around provincial updates. Lynette requested 5 minutes. Helene Cadotte-Gagnon and Cathy Utman responded that they had nothing to report. Margo Russell-Bird will be unable to attend and advised that she will submit a written update if anything surfaces. Kelly and Susan felt that there is activity to report and suggested inviting Alex Cranfield from Five Counties to speak. 	<p>Wendy will contact Steve Gatward and Anne-Marie Murphy</p> <p>Beverley will email presentation to the group for feedback</p> <p>Wendy will get in touch with Margo about Alex's availability</p>

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	<ul style="list-style-type: none"> • Concern was raised around the arrangements for the DAC effective January 1, 2016 and whether data analysis services will remain a community resource based on plans contained in the OEYCFC framework that was released in July. • Brandi indicated that current plans for the data repository rely upon input and maintenance by the DAC. • The group agreed to present a case for endorsement to the CYSN via email – which would include the development of a decision memo and letter to both social services directors. • Brandi requires 30-45 minutes to present the latest draft of the community work plan and offer an interactive piece around the three structure options – to be fine-tuned at the next CIMC meeting. A draft was circulated around the table. • To reduce clutter, unless a group is presenting, they will be removed from the list in item #10. • The databit will become item #5 and assigned 30 minutes so as not to be so rushed. • Shelly Brown & Steve Keller have 10 minutes each under #11. 	<p>Wendy will prepare a draft of both documents for group input Wendy will give a heads up to Steve Gatward and Brian Elo-Shepherd</p> <p>Updated versions to be shared with the group after the CIMC meeting</p> <p>Wendy will clean up agenda</p> <p>Wendy will request that they focus on what they can offer organizations</p>
6. New Business	<ul style="list-style-type: none"> • Wendy shared a membership summary from 2013 to 2016 and advised that over the years, two small agencies have not renewed because of limited resources. The question was raised whether some criteria should be established to reduce the \$50 fee in these cases so that they can remain members • Since it was felt the issue was more the inability to be represented at meetings, the group agreed to the status quo. 	
7. Next Meeting	Wendy will issue a doodle poll to prepare for November meeting.	wanderson@hpechildrenandyouth.ca
8. Adjournment	11am	