

COORDINATING TEAM MEETING MINUTES

WEDNESDAY, JUNE 3, 9:30-11:30AM, PRINCE EDWARD ROOM, 156 ANN STREET, BELLEVILLE

IN ATTENDANCE: Kelly Allan (CYSN Co-chair) , Theresa Kennedy (CYSN Co-chair), Maribeth deSnoo (Lead Agency), Brandi Hodge (Community Indicators and Measures Committee), Susan Seaman (Service Pathway / Community Engagement Committee), Beverley Bell-Rowbotham (DAC), Wendy Anderson (CYSN Coordinator)

REGRETS: 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		
2. Review of Team Agenda	Accepted	
3. Accept April 2, 2015 Minutes	Accepted	
4. Business Arising a) Debrief of April 23rd Processes	Kelly advised that a MOTION not discussed at the Coordinating Team table was added during the Network meeting. As decided at our last meeting, motions from teams, committees and working groups need	

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<p>b) April 23rd Attendance Review and Membership Engagement Discussion</p> <p>c) Membership Review</p>	<p>to be raised at Coordinating Team meetings so that CYSN co-chairs (and members) are not taken by surprise.</p> <p>Wendy advised that although we had ten fewer attendees than the March 12th meeting, all 26 member organizations represented had decision-makers present. This still represents less than half of CYSN member organizations. Theresa observed that some organizations send different people to different meetings.</p> <p>Despite frequent reminders, less than half have submitted 2015/16 membership renewals.</p>	<p>Wendy will begin communicating directly with signatories – and speak to meeting attendance where applicable.</p>
<p>5. Work Plan</p> <p>a) CYSN Banker Update</p>	<ul style="list-style-type: none"> • Maribeth indicated that she and Mark will work together on a lead agency piece for inclusion in a reference manual. • Kelly and Theresa will define the role of the CYSN Co-chairs in relation to the Coordinator and the Network. • Wendy will start on a Coordinator work plan tied to measurable outcomes. Sample templates would be helpful. • The need was identified by Wendy to distinguish between the work of the Network and the work of the Coordinator. The Network has its own goals and objectives. The Coordinator is to be evaluated on specific tasks assigned by the Network to help move these goals and objectives forward. 	<p>The Co-chairs will advise the Network that an organization has come forward and the investigation into a new banker continues, most likely to start in the new fiscal year. In order to get full participation, communication with member signatories will occur via email.</p>

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<p>b) Co-chair Nominations Update</p> <p>c) Develop and Finalize June 25th Network agenda – See Outline</p>	<p>To date, only Tamara is on the slate of candidates – to replace Kelly. Wendy will ask for nominations from the floor. If a candidate agrees to have their name stand, an election will take place. Otherwise, a MOTION will be requested to acclaim Tamara. Kelly’s involvement will continue – possibly as Past Co-chair – possibly on an Executive.</p> <ul style="list-style-type: none"> • Maribeth will present the May 31st financial update and the MCYS Service Description Schedule for 2015/16 – which will be included in the meeting package for members to review in advance. • Lynette has reserved 5 minutes in case something comes up. • Rachelle has nothing to present at this time. • Margo will provide a Special Needs update in September. • The CYSN’s Best Start Francophone Network representative - Helene Cadotte-Gagnon - will provide a 5-10 minute update. • Specific initiatives will be aligned with responsible Ministry. • Brandi advised that the CYSN Vision and Mandate exercise has been postponed to September 24th. It will be facilitated by Judith Moses and should take two hours. • Wendy will present the final Aboriginal Planning template, currently in its 4th draft, and request a MOTION to approve. • Rachelle from MEDU has been involved in the process and supports our work so far. • The Advocacy/Awareness Working Group will present a formal ask for volunteers to help with November deputations. • Since the vision and mandate exercise has been postponed to September, the Communication Team expressed concern about the Report Card 2015 not being ready in time for November 	<p>The Coordinating Team feels that an Executive will benefit the work of the Network. This will be recommended at the appropriate time.</p> <p>In her CIMC update, Brandi will advise that this meeting will begin at 9 instead of 9:30am.</p>

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	<p>deputations. Coordinating Team members felt that deputations should be held off until 2016.</p> <ul style="list-style-type: none"> • The Communication Team has developed a form to collect testimonials from members – to be distributed at June meeting and posted on CYSN website. • The Communication Team has also planned slideshows with key messages to run during the networking portion of CYSN meetings – benefits of membership will run on June 25th and testimonials will run on September 24th. • CIMC will update the Network on vision/mandate exercise, data repository and present results from Report Card survey. • ECE Working Group will present results from Make Room for Play family and partner surveys. • A Fresh for All update will include distribution of resources. • Service Pathway Committee will present the final Family Engagement plan and request a MOTION to approve. The plan sets out to promote discussion between members around what works and what doesn't, share best practices and create a repository of family engagement tools and resources in order to support member organizations in their individual family engagement practices. • Community Issues and Partnership Connections Request: Suicide Community Prevention Committee will inform the Network about the Ontario Suicide Prevention Strategy and invite interested parties to consider development of a protocol. • Wendy and Beverley recommended that, as a follow-up to the April databit on high school graduation rates, education 	<p>Wendy will take this to the A/A Working Group.</p> <p>Please see attached.</p>

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	<p>representatives be invited to present student success strategies. All agreed that this is not strictly a school board issue and that community solutions are needed.</p> <ul style="list-style-type: none"> • The group agreed that future databit presentations should relate to CYSN goals and priorities. • Beverley presented a draft meeting evaluation, and will incorporate suggestions from the group. 	Wendy will investigate with Mark Fisher and Terry Slater.
6. New Business		
7. Next Meeting	Wendy will issue a doodle poll for the September 24 th meeting.	Regrets to: wanderson@hpedsb.on.ca
8. Adjournment	11:45am	

TESTIMONIALS . . . YOU ARE INVITED



The Communication Team is currently collecting testimonials from CYSN members. Plain language testimonials can be a simple but effective way to share information and improve awareness about membership both within and outside of the Network. Your testimonials will be posted on the CYSN website and featured at our September 24th Network meeting.

If you wish to contribute, we would appreciate **your feedback by July 15th**. You are welcome to comment on anything you wish, or you may use the following question as a guide.

How has being a member of the CYSN helped support you and/or your organization in your work with children, youth and families?

Name: _____

Position: _____

Organization: _____

NOTE: The collection of testimonials will be ongoing. Please submit to Wendy Anderson, CYSN Coordinator at wanderson@hpedsb.on.ca or fax to 613-968-1038 as the mood strikes!