

COORDINATING TEAM MEETING MINUTES

FRIDAY, SEPTEMBER 11, 2015, 1-3:30PM, HASTINGS ROOM, 156 ANN STREET, BELLEVILLE

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

REGRETS: Kelly Allan (Past 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		
2. Review of Team Agenda	Accepted	
3. Accept June 3, 2015 Minutes	Accepted	
4. Business Arising a) June 25 th Attendance Review	39 individuals attended the June meeting. 24 member organizations were represented by 22 decision-makers = 40% of total CYSN decision-makers. Highest attendance seems to occur when presentations are offered. Agendas appear to drive attendance. Wendy advised that	

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b) June 25 th Meeting Evaluation Results c) Membership Update – 54 member organizations	<p>regrets are most often the result of meeting conflicts. Some have indicated that they are being called to important meetings with little notice. To try and minimize conflicts, Wendy has included a statement on the new CYSN meeting schedule asking members to consult the dates when planning meetings, training and special events.</p> <p>Overall, responses were positive. Beverley advised that 8 responses out of 39 attendees (21%) carries no weight.</p> <p>Wendy reported that the CYSN has gained 4 new member organizations so far in 2015/16 (Youth Unlimited/Quinte Youth for Christ, Conseil des écoles catholiques du Centre-Est, Kerry’s Place Autism Services and Matters of Hope – non-voting), and lost 4 (Big Brothers Big Sisters, North Hastings Family Health Team, Meta, and down one due to the addictions and mental health amalgamation).</p>	<p>Once Wendy has received the 2 outstanding membership agreements and fees, she will provide Theresa and Tamara with a list of eligible voters.</p>
5. Work Plan Items a) CYSN Governance Report-back and Next Steps <ul style="list-style-type: none"> • Co-chair responsibilities 	<p>Theresa, Kelly and Wendy met to develop co-chair responsibilities. Theresa reported: The proposed list is taken from the CYSN TOR as well as items borrowed from other planning tables. The subject of co-chair leadership and coordinator work plan performance review and evaluation require further discussion. The meaning of member organizations in good standing needs to be referenced back to TOR definition.</p>	<p>Co-chairs will advise the CYSN that the ad hoc group is continuing its work by developing a governance manual, and will report back in November.</p>

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<ul style="list-style-type: none"> • Banker responsibilities • Coordinator work plan 	<p>Maribeth and Mark met to develop co-chair responsibilities. Maribeth reported: The slideshow presentation prepared by Mark includes information taken from CRA regulations and Ministry contracts. A list of recommendations view the coordinator as a contract employee and includes items that give the responsibility of oversight mostly to the CYSN and co-chairs. Responsibilities for the costs are set out. All roles and responsibilities need to be clearly defined. An agreement between the banker and CYSN needs to be drafted. Terminology around banker/lead agency should be defined.</p> <p>Wendy, Kelly and Maribeth met to review the 2015/16 coordinator work plan prepared by Wendy. Wendy reported: This work plan reflects the support that is currently being provided by the coordinator to the planning table and its teams, committees and working groups, based on existing goals and objectives. It was agreed that this plan should stand until the CYSN establishes new goals and objectives. Performance on the work plan is to be evaluated prior to contract renewal for April 1, 2016. An evaluation format should be applicable to this and future terms.</p>	<p>The manual will be finalized in conjunction with the TOR ad hoc group.</p> <p>Wendy will schedule a next meeting of the ad hoc group which will include Tamara as new CYSN co-chair.</p> <p>Team members are encouraged to share the evaluations of work plans being used in their organizations.</p>
<p>b) Plan for Student Success Collaboration Process</p>	<p>Deferred</p>	
<p>c) Develop and Finalize Sept 24th Network Agenda</p>	<p>Brandi advised that, following a conference call between herself, Maribeth, Beverley, Wendy and Judith Moses on Wednesday, Maribeth will provide a brief introduction as to how we arrived at this point, followed by 2-1/2 hours of facilitation by Judith. All input recorded on flipcharts and other methods will be turned in to the</p>	<p>Wendy will draft the agenda and distribute to team members for review. The package will go out to the CYSN on Wednesday.</p>

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	<p>Community Indicators and Measures Committee for analysis and reporting back to the Network.</p> <p>This leaves one half hour from 9-9:30am for the welcome, consent agenda, lead agency report (financial update/moving forward on investment account) and , Coordinating Team Report (governance update), MCYS update from Lynette, youth forum item from Cathie West and infomercials (time permitting). Rachelle Blanchette, Margo Russell-Bird and Helene Cadotte-Gagnon have nothing to report at this time. Judith will include introductions in her segment.</p>	
<p>6. New Business a) CYSN Work Plan Discussion</p>	<p>Wendy presented a discussion document that raises the possibility of a CYSN work plan – from a MEDU and Network perspective – and offered links to the plans of other planning tables for info. At this time, the MEDU only requires a completed Aboriginal Planning template, and since MCYS funds coordination, only requires a copy of the coordinator job description. Both deliverables have been submitted by Wendy on behalf of the CYSN for 2015/16.</p>	<p>For further discussion after the September meeting.</p>
<p>7. Next Meeting</p>	<p>Wendy will issue a doodle poll to prepare for the November 26th Network meeting.</p>	<p>Regrets to: wanderson@hpedsb.on.ca</p>
<p>8. Adjournment</p>	<p>3pm</p>	