

MINUTES

MEETING DETAILS

Committee/Work Group	Coordination & Planning Committee
Chair(s)	Lorena Crosbie & Kimberley Gavan
Date	January 4, 2023
Time	1:30 – 3:00
Location	Zoom
Invitees	Lorena Crosbie, Kimberley Gavan, Marcie Bruyere; Karynn von Cramon

AGENDA ITEMS

Item	Owner	Date
Composition of Coordination & Planning Committee – We will seek volunteers for the Committee at our next Lead Table Meeting, which may be an opportunity to seek volunteers for existing and new work groups in keeping with our priority setting exercise.	Karynn	January 11 2023
Priority Setting Exercise – Draft summary was discussed and approved to be sent to Lead Table for further discussion on January 11, 2023. Homework coming out of Lead Table Meeting will be for work groups to develop work plans and to identify needed resources (time, people, and/or money).	Karynn	January 5 2023
Website Usability Survey – We have only had 13 responses to date; therefore, Karynn will leave the survey open until January 9 and will send a reminder along with the survey link when she sends out the Lead Table Agenda. We will, though, present the analysis of the survey at our Jan. 11 meeting.	Karynn	January 5, 2023 – January 11, 2023
Draft Agenda for Lead Table meeting January 11, 2023 was finalized and approved. Karynn to send to Lead Table partners by January 5, 2023.	Karynn	January 5, 2023
Environmental Impact of Lead Table Meetings – Karynn raised the issue of the negative environmental impact of providing coffee, tea and snacks at meetings where single use plastics are used. A short but robust conversation occurred,	Karynn	January 11, 2023

<p>and it was agreed that there is a value in “breaking bread” together and in providing such comforts at meetings. Therefore, Karynn will research and attempt to implement a lower waste approach (ie. Encouraging partners to bring travel mugs; making our own coffee and tea in carafes; providing fruit and/or home baked goods.</p>		
<p>Criminal Court Fund – We have approximately \$16,000 in this fund. We are no longer in receipt of these funds. There may be work plan priorities identified that have a cost associated with them (ie. Data), therefore this will be raised within in the context of our priority setting exercise at our January 11 Lead Table meeting. We will be asking partners to go away to develop work plans that included any needed resources for discussion at our February 1 and March 1 meetings. This will also allow for some thoughtful fiscal year planning to occur amongst partner agencies who may wish to support initiatives.</p>	<p>Lorena & Kimberley</p>	<p>January 11</p>
<p>Karynn has been doing outreach to various un or underrepresented organizations and has developed an orientation package, which she shared with the Committee.</p>	<p>Karynn von Cramon</p>	
<p>Next Meeting: January 25 1:30 – 3:00 Zoom</p>		