

# MINUTES

## MEETING DETAILS

<b>Committee/Work Group</b>	Coordination & Planning Committee
<b>Chair(s)</b>	Kimberley Gavan
<b>Date</b>	February 23, 2023
<b>Time</b>	1:30 – 3:00
<b>Location</b>	Zoom
<b>Attendees</b>	Kimberley Gavan, Karynn von Cramon
<b>Regrets</b>	Lorena Crosbie, Marcie Bruyere

## AGENDA ITEMS

Item	Owner	Date
<p><b>Website Administration:</b> Since our last meeting Karynn has followed up with Keith McPhee by e-mail, but has not heard back from him. She will make further efforts and arrange a meeting in the coming month.</p> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li>1. <b>Marci to partner with Karynn on website administration</b></li> <li>2. <b>Lorena to seek input on website security etc. from IT expert at CMH</b></li> <li>3. <b>Karynn to communicate with Keith re. adding Marci as an administrator; TrueSpeed contract etc.</b></li> </ol>	Lorena, Marci, & Karynn	March 29, 2023
<p><b>Work Groups:</b> Work groups are now populated an initial meetings to develop terms of reference are occurring for the new or reinvigorated groups. Each work group will be providing a report at Lead Table on March 1, 2023.</p>	Information	
<p><b>Community Services Recovery Fund:</b> Geraldine Slark, CEO of the Brockville Library completed and submitted the EKIOC application for Community Services Recovery Funds to fund our planned Wellness Day for front line staff as identified in our 2023 – 25 priorities. This initiative is being led by our newly formed Wellness &amp; Resilience Work Group.</p>	Information	

<p><b>Draft Agenda for Lead Table meeting March 1, 2023:</b> Agenda finalized and approved.</p> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li><b>1. Karynn to amend Agenda &amp; send to Lead Table Partners.</b></li> </ol>	<p><b>Karynn</b></p>	<p><b>Feb 23, 2023</b></p>
<p><b>Next Meeting: March 29 1:30 – 3:00 Zoom</b></p>		