



MINUTES

MEETING DETAILS

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| Committee/Work Group | Coordination & Planning Committee |
| Chair(s) | Lorena Crosbie & Kimberley Gavan |
| Date | March 29, 2023 |
| Time | 12:00 – 1:00 |
| Location | Zoom |
| Invitees | Lorena Crosbie, Kimberley Gavan, Marcie Bruyere; Karynn von Cramon |

AGENDA ITEMS

| Item | Owner | Date |
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| <p>Website Administration & social media – For Information</p> <p>Transfer of website administrative responsibilities and financial billing from Keith McPhee to Karynn, Marci, & CMH has occurred. Keith is doing some final work on archiving. We have approved \$150 gift card from the Buell St. Bistro to thank Keith for his many contributions over the years.</p> <p>Karynn recommended we contract with TrueSpeed for maintenance and support at \$30/month (if we pay a year) – on top of \$136/year we currently pay per year for hosting. In addition, Karynn recommended TrueSpeed conduct an initial assessment at a cost of \$180. Recommendations supported. BDACI offered funds in the amount of \$540.</p> <p>Karynn will be meeting with communications at the Health Unit on April 14 to gain clarity on the historical social media sites and how they were being administered.</p> | | |

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| <p>Tasks:</p> <ol style="list-style-type: none"> 1. Lorena to send invoice in the amount of \$540 to BDACI for payment by March 31/23. | <p>Lorena</p> | <p>March 31, 2023</p> |
| <p>Terms of Reference – For Information & Discussion</p> <p>The Data Work Group & the Wellness Work Group have been working on draft terms of reference, while the Early Years Service Providers Work Group has been revising its’ TOR. Drafts were shared with the Coordination Committee, with particular attention paid to the diversity statement. Recommendation for Karynn to go back at the statement to clarify we are looking for diverse partners and staff to join work groups. We as a Lead Table have not yet turned our minds to community joining the table or work groups. This should be done within the context of reviewing the TOR for the Lead Table.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. Karynn to revise diversity wording in draft TORS 2. Draft TORS to be brought to Lead Table for final approval. 3. Karynn to put Lead Table TOR on upcoming Agenda(s) | <p>Karynn</p> <p>Karynn</p> <p>Karynn</p> | <p>April 13, 2023</p> <p>May 3, 2023</p> <p>June 7, 2023</p> |
| <p>Fulton Report – For Information</p> <p>The 2023 Fulton report has been paid for by a partner service agency and the work on it is underway. Bob expects to have the project complete by the end of April.</p> | | |
| <p>Asset Builder Awards June 4 – For information & decision</p> <p>The social media campaign for our Asset Builder Awards begins this week, which is being managed by the Health Unit. We have posted the event and submission form at www.everykid.ca and Tawnya will be informing partners at our Lead Table meeting April 5. The deadline for submissions is</p> | | |

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| <p>May 3 and the awards will be presented June 4 at the YMCA. Karynn sought approval for funds for cake and drinks – approved.</p> | | |
| <p>Welcome to Kindergarten – For information</p> <p>WTK slide show and resource sheets have been sent to both the UCDSB and the CDSBEO for approval. The UCDSB have approved and are undertaking to provide the packages to all school principals. WTK events are occurring in May.</p> <p>We were not successful in getting our slides translated through the Ministry of Health. Mélissa Yakimishan and Genevieve Jolicouer are both checking with their Boards because the services offered in the community that are presented are for the most part only offered in English to determine their Board’s position on sharing the resources. Mélissa is prepared to do the translation if the Boards are agreeing that the material can be used, but it would likely be a summer project available for next year. Lorena suggested putting WTK slides on our website and providing website link to French Boards as an interim measure.</p> | | |
| <p>Attendance at March 1 Meeting – For Discussion</p> <p>We had 12 partners in attendance. Only 6 at UCDSB including Kimberley & I. It was a very exciting meeting, so it is a shame there was not greater uptake. We will continue to monitor.</p> | | |
| <p>Attendance for Lead Table April 5 – For Discussion</p> <p>We have 10 confirmations for our April 5 meeting. It was recommended that Karynn continue to send block invitations for the full year (September through June), but that she send a reminder asking for RSVPs a week before each meeting.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. Karynn to send reminders for upcoming Lead Table meetings. | <p>Karynn</p> | <p>March 30, 2023</p> |
| <p>Draft Agenda for Lead Table meeting April 5, 2023 to be finalized and approved – for discussion & decision</p> <p>Approved</p> | | |

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| Tasks: 1. Karynn to send Agenda to Lead Table. | Karynn | March 30, 2023 |
| Next Meeting: April 26 1:30 – 3:00 Zoom | | |