

# MINUTES

## MEETING DETAILS

<b>Committee/Work Group</b>	Coordination & Planning Committee
<b>Chair(s)</b>	Lorena Crosbie & Kimberley Gavan
<b>Date</b>	April 26, 2023
<b>Time</b>	1:30 – 2:30
<b>Location</b>	Zoom
<b>Attendees</b>	Lorena Crosbie, Kimberley Gavan, Karynn von Cramon
<b>Regrets</b>	Marci Bruyere

## AGENDA ITEMS

<b>Item</b>	<b>Owner</b>	<b>Date</b>
<p><b>French Language Services Proposed Work Group – For Discussion</b></p> <p>In the course of pursuing French language translation of our Welcome To Kindergarten package we discovered that the French school boards will only accept the materials if the services offered are available in French. At the present time we do not know which, if any, of our partners are able to provide services in French nor do we know what the opportunities for growth are. For example, Lanark has an EarlyOn French play group and a French reading circle at the library. Karynn is proposing pulling together our French School Board reps; Cathy Gladu; and Early On in a work group to further explore these issues. This was supported.</p> <p><b>Task(s):</b></p> <p><b>1. Karynn to convene French Language Services Work Group</b></p>	<p><b>Karynn</b></p>	<p><b>September 2023</b></p>
<p><b>Terms of Reference:</b></p> <p>Terms of Reference have been drafted or re-drafted for the following work groups: Early Years Data</p>		

<p>Wellness Triple P These will be brought to Lead Table for approval at our May 3, 2023, meeting to inform work group plans in September 2023.</p> <p><b>Task(s):</b></p> <ol style="list-style-type: none"> <li><b>1. Karynn to present draft TORs to Lead Table.</b></li> </ol>	<p>Karynn</p>	<p>May 3 2023</p>
<p><b>Lead Table Meeting Format for Next Year – For Discussion</b></p> <p>It was agreed that the current format of Lead Table meetings continue for 2023/24: hybrid meetings on the first Wednesday of each month 9:30 – 11:30.</p> <p>We have some concern about the level of attendance and would like to reach out to partners who are not attending regularly to find out what the barriers might be.</p> <p><b>Task(s):</b></p> <ol style="list-style-type: none"> <li><b>1. Karynn to prepare an attendance review for consideration by Chairs.</b></li> </ol>	<p>Karynn</p>	<p>May 31 2023</p>
<p><b>Facebook – For Information</b></p> <p>Karynn recently met with Susan Healey and Katie Lamb from the Health Unit as they are the administrators on one of our FB sites. That page is now up and running again and Karynn is an administrator. So far, we are following our partner organization and amplifying their voices with shares etc. and focusing on our Asset Builder Awards. Over the summer Karynn will devote addition time to our social media with a view to broadening our audience and engaging with our community commencing the Fall of 2023.</p> <p><b>Task(s):</b></p> <ol style="list-style-type: none"> <li><b>1. Karynn to engage in free social media training.</b></li> <li><b>2. Karynn to develop Terms of Use for FB</b></li> <li><b>3. Karynn to develop a social media policy.</b></li> </ol>	<p>Karynn</p>	<p>June – Sept 2023</p>

<p><b>4. Karynn to determine, with lead table, what our social media objectives are.</b></p> <p><b>5. Karynn to develop a content calendar</b></p>		
<p><b>Website – For Information</b></p> <p>TrueSpeed has completed “cleansing” work on our website and will continue to provide maintenance forward going. Keith McPhee is archiving old documents. Karynn will continue to work on visuals and organization of the website over the summer so that we can move into our outward facing community portion of the site in the fall of 2023.</p> <p><b>Task(s):</b></p> <ol style="list-style-type: none"> <li><b>1. Karynn to complete free WordPress Training</b></li> <li><b>2. Karynn to continue to work on organization of website &amp; visuals.</b></li> <li><b>3. Karynn to develop outward/community portion of the website</b></li> </ol>	<p>Karynn</p>	<p>June – Sept 2023</p>
<p><b>Fulton Report – For Information</b></p> <p>Robert Fulton will be presenting his data report to Lead Table by Zoom on June 7 9:30 – 11:30. Partner organizations are free to invite staff to attend by Zoom &amp; we will also record the presentation. We will pay the \$500 + HST out of our Criminal Court Funds.</p>		
<p><b>Draft Agenda for Lead Table meeting May 3, 2023 to be finalized and approved – for discussion &amp; decision</b></p> <p>Draft agenda reviewed &amp; approved.</p> <p><b>Task(s):</b></p> <ol style="list-style-type: none"> <li><b>1. Karynn to complete Agenda &amp; send out to Lead Table</b></li> </ol>	<p>Karynn</p>	<p>April 28 2023</p>
<p><b>Next Meeting: May 31 1:30 – 3:00 Zoom</b></p>		

