



MINUTES

MEETING DETAILS

Committee/Work Group	Triple P
Chair(s)	Elaine Murkin
Date	September 21, 2023
Time	2:30 – 4:00
Location	Health Unit (Brockville) - Hybrid
Attendees	Emily Castle; Gwendy Lapp; Mattea Steacy; Elaine Murkin; Sarah Kaufman
Regrets	Karynn von Cramon; Bev Heuving; Fiona Goodman; Jenny Vandermeer; Joanna Follett; Tawnya Boileau; Katie Venema; Nancy Cassie

AGENDA ITEMS

Item	Owner	Date
<p>Co-chair – For Decision</p> <p>Our draft terms of reference & the practice of other work groups are to have 2 co-chairs. The coordinator (Karynn) does not play this role, but will provide all administrative support including the scheduling of meetings; preparation of Agendas & Minutes; etc. We do not have any volunteers as of yet so are still looking.</p> <p>Task(s):</p> <ol style="list-style-type: none"> Volunteer from work group to co-chair with Elaine. 	All	December 21
<p>Data Collection Project – For Information & Discussion</p> <p>https://everykid.on.ca/wp-content/uploads/2023/08/Triple-P-Data-Collection-Quarter-1-2023.pdf</p>		

<p>Gwendy reviewed the form and asked if anyone had problems with the tool. Mattea indicated no negative feedback. Will ask if including number of tip sheets distributed, if not, will ask to include. Sarah indicated she will get numbers in by requested date and will ask about tip sheets inclusion. Will ask for numbers for last quarter in October.</p> <p>Task(s):</p> <ol style="list-style-type: none"> 1. To request 2nd quarter numbers from Triple P partners in October. 2. To present data to Lead Table. 	<p>Emily Castel</p> <p>Elaine Murkin</p>	<p>October 2023</p> <p>Nov 8/23</p>
<p>Yearly Review of Terms of Reference – For Information</p> <p>https://everykid.on.ca/wp-content/uploads/2023/07/Triple-P-Terms-of-Reference-May-3%5EJ-2023.pdf</p> <p>Completed</p>	<p>N/A</p>	<p>N/A</p>
<p>2023 – 24 Work Plan</p> <p>https://everykid.on.ca/wp-content/uploads/2023/08/Workplan-Triple-P-2022-23.pdf</p> <p>The development of the workplan is ongoing. We will need a new communication plan for 2023-24, which will be similar to last year. Emily requested help in creating social media posts. Emily indicated Triple P Ontario website is migrating to Triple P Canada website to reduce costs. This means we will no longer be able to submit Triple P opportunities to be posted on website. This leaves a gap in ability to advertise.</p> <p>Task(s):</p> <ol style="list-style-type: none"> 1. Partners to submit ideas for SM posts 2. Partners to share their sessions so can disseminate to broad audience 3. Emily will update plan to reflect past activities 4. group to discuss which platform would work best for advertising all local Triple P sessions, (e.g., common calendar) 	<p>All</p> <p>All</p> <p>Emily Castel</p> <p>All</p>	<p>Nov. 1 2023</p> <p>Ongoing</p> <p>Dec. 21 2023</p> <p>Dec. 21 2023</p> <p>Agenda</p>

<p>5. group to discuss how to handle referrals moving forward as difficult to know who is running which sessions and to know who is trained in each program</p>		
<p>Planning Sessions & Client Requests – For Discussion</p> <p>Clients have called requesting sessions like Group or Transitions Triple P. If those clients are already connected with agencies like FCS or CMHLG, they are referred back to that agency as those levels of triple p are only offered by those agencies. Otherwise they are offered available online programs. Baby Triple P – some new staff (FCS) being trained, now available online. Should we purchase codes so we can offer the program to parents not connected to FCS?</p> <p>Task(s):</p> <ol style="list-style-type: none"> 1. Emily to determine what codes we have for all programs to see if we need to switch out some of these to Baby Triple P. If we need to buy some, send out to group for input on numbers. 	<p>Emily Castle</p>	<p>November 2023</p>
<p>Practitioner Training Requests – For Discussion</p> <p>Emily/Gwendy take request for training. Do we need to formalize approval process to make it fair to all?</p> <p>Task(s):</p> <ol style="list-style-type: none"> 1. Add training approval process to next agenda 2. Emily & Gwendy will start list of “criteria-type” questions to ask & bring back to group 	<p>Karynn von Cramon</p> <p>Emily Castle & Gwendy Lapp</p>	<p>Dec 21/23</p> <p>Dec 21/23</p>
<p>Practitioner’s Networking Day – Volunteers from other partner organizations – For Discussion</p> <p>agreed half day sessions work best -Tara Davis from DSLG volunteered to be part of planning work group -likely start planning in OCT.</p> <p>Task(s):</p> <ol style="list-style-type: none"> 1. Mattea will ask someone from her group to join the planning group and let Emily know 2. Planning. 	<p>Mattea Steacy</p>	<p>October 2023</p> <p>October 2023</p>

	Elaine Murkin & Emily Castle	
<p>Budget Update – For Information</p> <p>https://everykid.on.ca/wp-content/uploads/2023/08/Draft-2023-24-Budget-Triple-P.pdf</p> <p>budget similar to last year -review as needed -will provide updated totals next meeting -Question asked if unused staff dollars from Gwendy’s position can be move to training line. Will discuss at next meeting.</p> <p>Task(s):</p> <ol style="list-style-type: none"> 1. Provide updated totals at next meeting. 2. Present budget to Lead Table. 3. Put unused staff dollars on next Agenda. 	<p>Elaine Murkin Elaine Murkin Karynn von Cramon</p>	<p>Dec 21/23 Nov 8/23 Dec 21/23</p>
<p>Agency Updates – For Information</p> <p>Sarah: -staff changes, have mat leave term until Aug 2024 -40th anniversary events all year long -30 year anniversary of distress centre -received Trillium grant -want more staff trained in seminars to work with schools</p> <p>Gwendy/Emily: -continue to triage clients as they call or email -fall sessions (cafes/seminars/Fear-Less Group) have not been planned yet</p>		
<p>Next Meeting: December 21, 2023 2:30 – 4:00 Zoom</p>		