

MINUTES

MEETING DETAILS

Committee/Work Group	Coordination & Planning Committee
Chair(s)	Lorena Crosbie & Kimberley Gavan
Date	March 27, 2024
Time	1:30 – 2:30
Location	Zoom
Attendees	Lorena Crosbie, Kimberley Gavan, Marcie Bruyere; Karynn von Cramon

AGENDA ITEMS

Item	Owner	Date
<p>Lead Table Agenda April 3, 2024 – For Approval</p> <p>Draft agenda was reviewed and approved.</p> <p>Action Items:</p> <p>1. Send & post Lead Table Agenda</p>	Karynn	Mar 28/24
<p>Next Steps Re Membership Dues – For Discussion</p> <p>It was decided that 2023/24 & 24/25 will be used as transition/information gathering years for the budget and the issue of membership dues. To this end Lead Table members will be asked to make voluntary contributions if budgets allow and will be invoiced accordingly. The budget will become a standing item on the Lead Table agenda. This will allow for ongoing analysis and discussion of financial needs and means.</p> <p>Action Items:</p> <p>1. Put on April 3 Lead Table Agenda</p>	Karynn	Mar 28/24
<p>Community Members on Work Groups – For Discussion</p>	Lorena & Kimberley	

<p>Are confidentiality agreements or membership commitment pledges required? Do we need to re-visit our Terms of Reference? A robust conversation occurred. We agreed that members not associated with an organization carry a particular risk regarding communications, privacy, and judicial proceedings checks. We are not sure we have the resources to support this through our coordinator. It is possible that the Volunteer Centre could assist. Another option would be to develop an Engagement Committee, though that again will be a demand on coordinator resources. It was agreed that we would pause/parking lot this issue for 6 months to allow the new coordinator to be in place.</p>		
<p>Reach Out to Possible Members – For Discussion</p> <p>North Grenville Public Library Leeds & Grenville Addictions & Mental Health KYC</p> <p>Parking lot for new coordinator</p>		
<p>Plans for Coordinator – For Discussion</p> <p>We agreed that Karynn will do a “soft exit” during the month of April. She will facilitate the April 3 Lead Table Meeting and will do the Minutes. She will not facilitate work group meetings and has already turned this responsibility over to Chairs for the month of April. Karynn will maintain all IT accounts (gmail; website; facebook; Zoom) until a new coordinator is hired so the transfer can be to them. Karynn will not, though, be monitoring these accounts unless specifically asked. Karynn will provide training/onboarding to new coordinator as requested and if she is available. Note that Karynn is onboarding with Tribunals Ontario as of April 4 so her availability will be limited. Karynn will charge the current hourly and invoice accordingly.</p> <p>Action Items:</p> <p>1. As above</p>	<p>Karynn</p>	<p>April 2024</p>
<p>Next Meeting: April 24, 2024 1:30 – 2:30 – Note: Karynn will be cancelling this meeting in Zoom in favor of Lorena or Kimberley sending out their own Zoom or Teams invite.</p>		

