



## Meeting Minutes – Meeting 2

### Northern Capacity Building Advisory Committee Sudbury Manitoulin District

**Date:** June 22, 2020

**Location:** Zoom Meeting

**Present :** Sherry Fournier, CCR (Chair),  
Sara Kitlar-Pothier, Parent  
Julien Bonin, Parent  
Shannon Lavoie, Parent  
Christa Morel, Parent  
Kristen Norman, Parent  
Kim Morris, Behaviour Analyst, Own Practice: Behaviour Analysis North  
Natalie Croteau, M.A., BCBA, Own Practice : ABA Northern Services ,  
Terri Barriault, Psychologist, Own Practice: Roots and Wings Psychology  
Sylvie Grenier, BCaBA, Own Practice : Sylvie Grenier Consulting  
Trevor Bosse, Supervisor, Corporate Services  
Nathalie Poitras (Recorder)

**Regrets:** Michelle Bascom, Service Navigator for the North, Autism Ontario

Item	
<b>1.0</b>	<b>Welcome</b>
	The meeting was called to order at 5:04pm by the Chair. All members were welcomed along with a new member, Trevor Bosse, who will join our meetings to support he committee in organizing, prioritizing, monitoring and evaluating our work.
<b>2.0</b>	<b>Approval of the Agenda – June 22, 2020</b>
	The agenda was approved with no amendments.
<b>3.0</b>	<b>Outstanding Items-Review of Action Items</b>
	The Chair confirmed Sarah Kitlar Pothier as Co-Chair for the Advisory Committee of Sudbury Manitoulin District. The meeting minutes from June 8 <sup>th</sup> , were approved with the amendment to correct a members listed as present who was in fact absent. The minutes were amended immediately. The Terms of Reference, the Meeting dates as well as the live Calendar were approved as final.

Item	
4.0	<p data-bbox="285 237 800 275"><b>Tools to support Committee Work</b></p> <p data-bbox="285 289 1089 327">Trevor Bosse provided an overview of the following tools:</p> <p data-bbox="378 342 821 380"><u>Opportunity Prioritization Chart:</u></p> <p data-bbox="378 394 1425 501">Used to aid in selection of goals by determining impact on target audience versus resources involved to meet outcomes. This tool is used by Trevor and Sherry and then will be brought back to the committee for review.</p> <p data-bbox="378 516 586 554"><u>Goal Tracking:</u></p> <p data-bbox="378 569 1417 716">Used to track activities and tasks required to meet each goal. Also allows committee to track who is responsible for each activity, timelines, costs and additional notes. This will serve as the main document to facilitate discussion and track progress.</p> <p data-bbox="378 730 558 768"><u>Logic Model:</u></p> <p data-bbox="378 783 1403 856">Provides a diagrammatic overview of the work the committee has set out to accomplish. Will be updated once goals have been selected.</p> <p data-bbox="378 871 633 909"><u>Evaluation Matrix:</u></p> <p data-bbox="378 924 1344 997">The evaluation matrix will be used to highlight the tools used to track progress, and report on outcomes of committee work / goals.</p> <p data-bbox="285 1012 1222 1050">The committee was invited to provide feedback and ask questions.</p> <ol data-bbox="334 1064 1360 1138" style="list-style-type: none"> <li data-bbox="334 1064 1360 1138">1. Inquiry regarding the involvement and participation of CCR's Board of Directors in this project?</li> </ol> <p data-bbox="378 1152 1403 1260">The Chair explained that this work falls under operations. The Board will receive monthly reports to monitor progress and will also be available for support and advocacy if needed.</p> <ol data-bbox="334 1274 1377 1348" style="list-style-type: none"> <li data-bbox="334 1274 1377 1348">2. Does the Advisory Committee have a high influence on the community, province and/or region?</li> </ol> <p data-bbox="378 1362 1433 1470">The Chair shared that Northern Collaborative has generated some interest from partners throughout the province. There is specific interest in strategies to support families in isolated and rural communities.</p>
5.0	<p data-bbox="285 1524 849 1562"><b>Continue to brainstorm opportunities</b></p> <p data-bbox="285 1577 1425 1898">The Chair confirmed with the members that ideas is best shared at the time of meetings, however if some members prefer to email their ideas before a scheduled meeting, please forward to <a href="mailto:npoitras@ccrconnect.ca">npoitras@ccrconnect.ca</a> prior to the due date stated at Item 8.0. The work in-between meetings is completed by Trevor and Sherry and will specifically focus on information, ideas and questions shared by committee members at the recent meeting. The ideas and feedback shared by the committee during past meetings will be organized and brought back to the committee. At the moment, the committee's work is to gather as much information as possible.</p> <p data-bbox="285 1913 1016 1950">Please view Appendix A - Goal Tracking Worksheet</p>

Item	
<b>6.0</b>	<b>Next Meeting</b>
	July 6 <sup>th</sup> , 2020 5:00 p.m. to 6:30 p.m.
<b>7.0</b>	<b>Adjournment</b>
	The meeting was adjourned at 6:30 p.m.
<b>8.0</b>	<b>Committee Action Items</b>
	Members are asked to provide the following by July XX <sup>th</sup> at 4 p.m. to <a href="mailto:npoitras@ccrconnect.ca">npoitras@ccrconnect.ca</a> :
	<ul style="list-style-type: none"> <li>• Provide any additional ideas by the due date.</li> <li>• Think about where each ideas fit - prioritize</li> <li>• Choose items we want to concentrate on.</li> <li>• Feedback, amendments for minutes.</li> </ul> <p><b>Note: When we follow the timeline, we will see the goals.</b></p>

## Northern Capacity Building Advisory Committee: Goal Tracking

Goal	Activities / Tasks	Who?	How?	Timeline	Cost <i>(known or anticipated)</i>	Notes <i>(includes successes and barriers)</i>
	1.					
	2.					
	3.					
	4.					
	5.					
	1.					- Is this a sustainable plan?
	2.					
	3.					
	4.					
	5.					
	1.					
	2.					
	3.					
	4.					
	1.					
	2.					
	3.					

TEMPLATE