



## **Meeting Minutes – Meeting 2**

### **Northern Capacity Building Committee Thunder Bay and District**

**Date:** June 25, 2020

**Location:** Zoom Meeting

**Present :** Sherry Fournier, (Chair), Executive Director, Child & Community Resources  
Patty Haney, Parent  
Adrianna Atkins, Parent  
Krista Smith, Parent  
Alina Cameron, Parent  
Danielle Paananen, Parent  
Carolyn Mancuso, Own Practice: Ignite Behavior Consulting  
Jolene Pugliese, Nishnawbe Aski Nation  
Liz Hathazi, Creative Therapy Associates  
Nicole Deschamps, George Jeffrey Children Centre  
Melissa Bianco – Superior Greenstone School Board  
Trevor Bosse, Child & Community Resources  
Nathalie Poitras (Recorder)

**Regrets:** None

#### **Item**

<b>1.0</b>	<b>Welcome</b>
	<p>The meeting was called to order at 6:32pm by the Chair.</p> <p>Welcome to Melissa Bianco, and Trevor Bosse as new members of the committee.</p> <p>A few items were addressed before the start of the meeting:</p> <p>Due to limited time at the last meeting we did not have a chance to hear from everyone. Patty Haney was invited to share her perspective and experience. Patty shared that there is a need for more hands-on support, especially in school settings. She stated her School Support team is up to date with the needs of children but this is not the case for everyone. Patty offered to speak at the school board as well as the College to discuss further training needs and explore potential partnerships.</p> <p>A question regarding committee recruitment was brought forward. Sherry shared that a request to join the Advisory Committee was posted on CCRs website, shared with community partners.</p>

Item	
<b>2.0</b>	<b>Approval of the Agenda – June 25, 2020</b>
	The agenda was approved with no amendments.
<b>3.0</b>	<b>Outstanding Items-Review of Action Items</b>
3.1	Co-Chair confirmation: Danielle Paananen has been nominated for Co-Chair.
3.2	Confirmation of approval for: <ul style="list-style-type: none"> <li>• Calendar timeline : Approved with the possibility to some minor adjustments as the committee evolves.</li> <li>• Meeting dates : all were in favor of amending all dates to show Thursdays. The document will be updated and shared. For members who, at times, are unable to join the meetings, the Chair has confirmed that they will be updated individually.</li> <li>• Minutes from June 9 were approved.</li> <li>• Terms of Reference were approved and confirmed as final.</li> </ul>
<b>4.0</b>	<b>Tools to support Committee Work</b>
	<p>Trevor Bosse provided an overview of the following tools:</p> <p><u>Opportunity Prioritization Chart:</u> 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><u>Goal Tracking:</u> 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><u>Logic Model:</u> Provides a diagrammatic overview of the work the committee has set out to accomplish. Will be updated once goals have been selected.</p> <p><u>Evaluation Matrix:</u> The evaluation matrix will be used to highlight the tools used to track progress, and report on outcomes of committee work / goals.</p>

Item	
<b>5.0</b>	<b>Continue to brainstorm opportunities</b>
	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.
<b>6.0</b>	<b>Next Meeting</b>
	July 9 <sup>th</sup> , 2020 6:30 p.m. to 8:00 p.m.
<b>7.0</b>	<b>Adjournment</b>
	The meeting was adjourned at 8:00 p.m.
<b>8.0</b>	<b>Committee Action Items</b>
	<b>Members are asked to provide the following by July 8<sup>th</sup> at 4 p.m. to <a href="mailto:npoitras@ccrconnect.ca">npoitras@ccrconnect.ca</a> :</b>
	<ul style="list-style-type: none"> <li>• <b>Provide any additional ideas by the due date.</b></li> <li>• <b>Think about where each ideas fit - prioritize</b></li> <li>• <b>Choose items we want to concentrate on.</b></li> <li>• <b>Feedback, amendments for minutes.</b></li> </ul> <p><b>Note: When we follow the timeline, we will see the goals.</b></p>