



Meeting Minutes - Meeting 2

Northern Capacity Building Advisory Committee Kenora Rainy River District

July 13, 2020

Location: Zoom Meeting

Present : Sherry Fournier, CCR (Chair)
April Szpara, Parent
Fallon Cody, Parent
Suzanne Morris, Grand-parent & Provider
Sheelagh Reid, KACL
Sarah Pyzer, KCDSB
Joel Willet, FIREFLY
Nathalie Poitras (Recorder)

Regrets: Christie Nerino, TNCDSB
Karly Janisse, SLFNHA

Item	
1.0	Welcome
	The meeting was called to order at 4:01pm central time The Chair welcomed a new member, Trevor Bosse, who will join our meetings to support the committee in organizing, prioritizing, monitoring and evaluating the committee's work.
2.0	Approval of Agenda – July 13, 2020
	The Agenda was approved as presented with no amendments.
3.0	Outstanding Items - Review of Action Items
3.1	<u>Co-Chair confirmation</u> There are no updates regarding possible nomination for co-chair. The request for co-chair is still open and all members are invited to send their interest to npoitras@ccrconnect .
3.2	<u>Confirmation of approval for documents:</u> <ul style="list-style-type: none">• Calendar-timeline was approved by the committee• Meeting dates were approved by the committee• Minutes from June 29 were approved by the committee• Terms of References was approved by the committee

Item	
4.0	Tools to support Committee Work
	<p>Trevor Bosse provided an overview of the following tools:</p> <p><u>Opportunity Prioritization Chart:</u></p> <p>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></p> <p>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></p> <p>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></p> <p>The evaluation matrix will be used to highlight the tools used to track progress, and report on outcomes of committee work/goals.</p>
5.0	Continue to brainstorm opportunities
	<p>Sherry explained that it is the Chair's and Trevor's responsibility to support the committee in between meetings by capturing organizing all ideas and feedback shared by the members and bring back to the committee at the following meetings. At the moment, the committee's work is to gather as much information as possible.</p> <p>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, they are welcome to do so by emailing npoitras@ccrconnect.ca .</p> <p>Please view Appendix A - Goal Tracking Worksheet</p>
6.0	Next Meeting
	<p>The next meeting is scheduled for August 17th.</p> <p>Sherry reviewed the content of the next upcoming meetings. Meeting 3 would be again prioritizing goals and ideas and meeting 4 would include the collaboration between other district committees ideas.</p>
7.0	Adjournment
	<p>The meeting was adjourned at 5:35pm CT</p>

8.0 Committee Action Items

Members are asked to provide the following by August 7th at 4 p.m. central time to npoitras@ccrconnect.ca :

- Provide any additional ideas by the due date.
- Think about where each idea fit – prioritize.
- Choose items we want to concentrate on.
- Feedback, amendments for minutes.

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