



Meeting Minutes – Meeting 1

Northern Capacity Building Advisory Committee - Algoma District

Date: July 14, 2020

Location: Zoom Meeting

Present : Sherry Fournier, CCR (Chair)
Kathy Sutherland, Parent
Carolyn Nadeau, ADSB
Lisa Henderson, THRIVE
Nicole Keating, CSPGNO
Karen Kennedy, NOG
Nathalie Poitras (Recorder)

Regrets: Clint Baic, Parent

Item	
1.0 & 2.0	Welcome & Introductions
	<p>The meeting was called to order at 5:04pm by Sherry Fournier</p> <p>All members were welcomed by the Chair, and it was announced that one new member may be joining the committee at the second meeting. Invitation for more members to join still remains; vacancies for 3 parents and 1 professional.</p> <p>Everyone present took a moment to introduce themselves to the group.</p> <p>CCR will introduce the Northern Capacity Building Advisory Committee Advisory Committee members along with a brief update in an upcoming Message to Families. All members were asked to provide approval to include their name. Nathalie will contact members not present to receive approval. As new members join, their name will be added to the Northern Capacity Building update upon their approval.</p>
3.0	Approval of the Agenda – July 14, 2020
	<p>The agenda was approved by all members.</p>

Item	
4.0	Presentation – How did we get here?
	<p>A recap of the last 2 years was presented by Sherry Fournier in form of a power point presentation which will be shared with committee members following the meeting.</p> <p>Following the presentation the Chair provided clarification regarding the total funding allocation for each Northern Capacity Building Advisory Committee (Thunder Bay, Algoma, Sudbury Manitoulin, and Kenora Rainy River Districts); each district will have the responsibility to select priorities and provide advice to CCR how best to allocate the available funding. The funding (\$150,000 per district) is available for one year and must be utilized by March 31, 2021.</p> <ol style="list-style-type: none"> 1. Q. Foundational services – request for more details. <ol style="list-style-type: none"> A. A description of foundational services can be found in the Ontario Autism Panel Advisory Report. Many are anticipating an announcement from government as to when these services will begin. The services defined as foundational are very similar to those provided by the Northern Capacity Building so CCR will continue to work with northern partners to develop and deliver these services.
5.0	Review Draft Terms of References (TOR)
	<p>The TORs have been approved in principle by the committee members however committee members are invited to send additional amendments to Nathalie at npoitras@ccrconnect.ca by the date stated at Item 9.0 “Committee Action Item”.</p> <p>The final version will be presented at the next meeting for final approval.</p> <p>The following points were clarified by the Chair:</p> <ul style="list-style-type: none"> • Sherry Fournier will be the appointed Chair of the committee • A Co-Chair is required to work in collaboration with the Chair and Sherry welcomes parents to this opportunity. If names are submitted, the co-chair will be determined by next meeting. To submit your interest please contact Nathalie Poitras at npoitras@ccrconnect.ca by the date stated at Item 9.0 “Committee Action Item”. • For the review of the meeting minutes, members are asked to review and provide feedback or amendments to Nathalie Poitras following an email which will have the minutes and the deadline to review. The minutes will be posted on Child & Community Resources’ website following the members review. If no feedback is received by the provided deadline, the Chair will assume that there are no amendments to the minutes.

Item	
6.0	Proposed Timelines (Calendar)
	The Chair explained that the draft timeline developed is to provide an overview of the action items. This is not an exhaustive list and will be updated as the committee completes the work. The members are asked to review the calendar and bring forth any feedback to Nathalie at npoitras@ccrconnect.ca by the date stated at Item 9.0 "Committee Action Item".
7.0	Proposed Meeting Dates
	<p>Future meeting dates proposed at the meeting were drafted by following today's date and time. All members agreed that the meetings start time in the fall should be amended to start at 5:30pm. Dates will be kept as is, except for September 8th, members agreed to move the meeting to Wednesday, September 9th. These changes will be reflected in the Meeting Dates document for final approval at the next meeting.</p> <p>If required, members are welcome to provide more feedback if there are any concerns or questions regarding future dates and times to Nathalie at npoitras@ccrconnect.ca by the date stated at Item 9.0 "Committee Action Item".</p> <p>Sherry explained that it is clear with the summer months and competing priorities with Covid19 that regrets are anticipated and not everyone will be able to attend every meeting. If someone is absent, the Chair will be ready to provide individual updates to members who missed meetings.</p>
8.0	Communication
	The Chair explained the commitment of the Advisory Committee is to be transparent to the public and this consists of posting final approved documents and minutes to CCR's website to keep the public in the know. Also, the committee welcomes feedback, ideas and suggestions from parents, professionals that wishes to contribute. Members are welcome to bring the community's ideas to meetings or email Nathalie prior to scheduled meetings.
9.0	Adjournment
	<p>The meeting was adjourned at 6:06.</p> <p>The next meeting is scheduled for August 4th, 2020</p>

Item	
10.0	Committee Action Items
	Members are asked to provide the following by July 31st at 4p.m. to npoitras@ccrconnect.ca :
	<ul style="list-style-type: none">• Co-Chair interest• Provide feedback or address concerns regarding Calendar and Meeting Dates• Review Minutes and submit edits• Review Terms of Reference and submit edits• Ideas on what members would want to invest in regarding Algoma's needs.