



## Meeting Minutes – Meeting 2

### Northern Capacity Building Committee - Algoma District

**Date:** August 4, 2020

**Location:** Zoom Meeting

**Present :** Sherry Fournier, CCR (Chair)  
Kathy Sutherland, Parent  
Morgan Fiaschetti, Parent  
Carolyn Nadeau, ADSB  
Karen Kennedy, NOG  
Nathalie Poitras (Recorder)

**Regrets:** Clint Baic, Parent  
Lisa Henderson, THRIVE  
Nicole Keating, CSPGNO

Item	
<b>1.0</b>	<b>Welcome</b>
	<p>The meeting was called to order at 5:04pm by the Chair.</p> <p>Morgan Fiaschetti was welcomed by the committee. Morgan will represent parents and also bring some professional experience to the table.</p> <p>A reminder that 3 more parents and possibly 1 more professional may still join the committee.</p>
<b>2.0</b>	<b>Approval of the Agenda – August 4, 2020</b>
	<p>The agenda was approved by all members with no amendments.</p>
<b>3.0</b>	<b>Outstanding Items – Review of Action Items</b>
	<p>3.1 Co-Chair confirmation</p> <p>The Chair confirmed that Kathy Sutherland will take over the Co-Chair position for the Advisory Committee for the Algoma District.</p> <p>3.2 Confirmation of approval for:</p> <ul style="list-style-type: none"><li>• Calendar-timeline,</li><li>• Meeting dates,</li><li>• Minutes from July 14, 2020,</li><li>• Terms of References.</li></ul> <p>The committee has approved all documents as final.</p>

<b>Item</b>	
<b>4.0</b>	<b>Tools to support Committee Work</b>
	<p>Sherry 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>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> <p>At next meeting Sudbury and Thunder Bay's goals will be shared. The committee will decide on regional and district goals and discussion will take place around how the distribution of funds for the chosen goals.</p>
<b>5.0</b>	<b>Brainstorm opportunities</b>
	<p>The committee provided feedback and ideas on needs in the Algoma district. These ideas will be entered on the Goal track sheet for the next meeting.</p> <p>Sherry shared with the committee that CCR will have a One point person available to respond to families regarding services questions and also another point person to respond to families regarding diagnosis.</p>
<b>6.0</b>	<b>Next Meeting – August 18, 2020</b>
	<p>The Chair invited members to send their ideas if there are any more by email to <a href="mailto:npoitras@ccrconnect.ca">npoitras@ccrconnect.ca</a> by the deadline stated under Item 8.0.</p>
<b>7.0</b>	<b>Adjournment</b>
	<p>The meeting was adjourned at 6:30.</p> <p>The next meeting is scheduled for August 18<sup>th</sup>, 2020</p>

Item	
<b>8.0</b>	<p><b>Committee Action Items</b></p> <p>Members are asked to provide the following by August 14<sup>th</sup> at 4 p.m. to <a href="mailto:npoitras@ccrconnect.ca">npoitras@ccrconnect.ca</a> :</p>
	<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>