



## Meeting Minutes – Meeting 3

### Northern Capacity Building Advisory Committee Sudbury Manitoulin District

**Date:** July 6, 2020

**Location:** Zoom Meeting

**Present :** Sara Kitlar-Pothier, (Chair)  
Sherry Fournier, (Co-Chair)  
Julien Bonin, Parent  
Shannon Lavoie, Parent  
Kristen Norman, Parent  
Michelle Bascom, Service Navigator for the North, Autism Ontario  
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 of Corporate Services  
Nathalie Poitras (Recorder)

**Regrets:** Christa Morel, Parent

Item	
<b>1.0</b>	<b>Welcome</b>
	The meeting was called to order at 5:02pm by the Sara Kitlar-Pothier, today's Chair.
<b>2.0</b>	<b>Approval of the Agenda – July 6, 2020</b>
	The agenda was approved by all with no amendments. The Chair also welcomed any wanted additions to the agenda to be shared with Nathalie at <a href="mailto:npoitras@ccrconnect.ca">npoitras@ccrconnect.ca</a> prior to scheduled meetings.
<b>3.0</b>	<b>Updates from CCR</b>
	<p>Sherry requested approval from the members to include their full name on the CCR website. Sherry will also draft a message to families to share the list of committee members along with a brief update. All present members have provided their verbal consent and we will obtain Christa's approval via email.</p> <p>Sherry also explained that the Goal tracking lists would be posted to CCR's website once the members have approved the final version.</p> <p>Sherry explained all discussions related to the goals will be captured on the Goal tracking sheet instead of in the minutes. This will prevent any duplication of information.</p>

<b>Item</b>	
<b>4.0</b>	<b>Opportunities – Final Check-in</b>
	<p>The Chair did one last check-in with the members and all were in agreement to pursue with continuing with the existing goals tracking. The Chair shared that meeting 4 would be dedicated to prioritizing and selecting the goals we will focus on from September to March 2021.</p>
<b>5.0</b>	<b>Goal/Activity Discussion</b>
	<p>Trevor led the review of the goal tracking sheet, which will be updated following each meeting. The group provided input and prioritized 5 of 8 goals.</p> <p>As a next step, the remaining 3 goals will be reviewed, discussed and prioritized.</p> <p>Following the next meeting, Sherry and Trevor will review all information gathered on the goal tracking sheet and determine feasibility and action plans to move forward with specific goals. If we cannot work on each goal, some will be placed in the ‘parking lot.’ The ideas generated may still be used to influence change however it may not be feasible within our timelines and/or funding.</p> <p>The “Establish a resource guide with links to community agencies providing services” goal is currently being collated by Autism Ontario. Michelle Bascom has shared the link with the Chair and the recorder to be shared with the committee members and the public to add their agency/company to the database of companies available to work with children / youth with ASD. The link will be shared to all members and to partners in the next week.</p> <p>Appendix A - Goal Tracking Worksheet (not finalized)</p>
<b>6.0</b>	<b>Communication – Next Steps</b>
	<p>Sherry and Trevor will continue to populate the Goal Tracking form, further develop some of the activities and where appropriate begin formulating a framework for committee feedback and recommendations. Committee members may also be asked to provide some information between meetings. For example, providers will be asked to respond to some questions related to current capacity.</p> <p>At meeting 4, the Chair will also be sharing other committee’s ideas/goals.</p>

<b>7.0</b>	<b>Adjournment</b>
	The Chair adjourned the meeting at 6:30pm
<b>8.0</b>	<b>Committee Action Items</b> Members are asked to provide the following by <u>July 17<sup>th</sup></u> at 4 p.m. to <a href="mailto:npoitras@ccrconnect.ca">npoitras@ccrconnect.ca</a> : <ul style="list-style-type: none"><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>

## 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.					

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