

**COMMUNITIES FOR KIDS
STEERING COMMITTEE MONTHLY MEETING
TUESDAY, MARCH 15, 2011**

MINUTES

Present: Christine Davidson, Jen Anderson, Pat Buckland, Corinne Valleau, Blair Lischeron, Christine Schwarz, Tanya Behardien, Lois Hutchinson, Tracy St. Claire, Susi Wilkinson, Lynn Cook
Location: Penticton Chamber of Commerce
Regrets: Jim Insley, Naomi Ludington, Maureen Potter

Cake was served in recognition of Blair Lischeron and Pat Buckland. Various members offered words of thanks and appreciation.

Christine Davidson called the meeting to order at 12:15

1. Introduction of Guests

There were no guests.

2. Additions to the Agenda

There were no additions to the agenda.

3. Minutes of the Previous Meetings

MOTION: C. Valleau/T. St. Claire

That the minutes of the monthly meeting held February 22, 2011 and the extraordinary meeting held March 7, 2011 be accepted as distributed. CARRIED

4. Correspondence

There was no correspondence.

5. Strategic Planning

a) System of Care (SOC) Update

Blair reported that the final interviews with PDCRS staff and Heather Whitney will take place this week. There was no response to Blair's request for a focus group with MCFD. The SOC report will be completed by March 31, 2011.

b) Determining Strategic Actions

After much discussion, it was decided that a planning session and subcommittee was needed to move forward in determining strategic activities pertaining to the CFK goals. The Subcommittee will consist of Christine Davidson, Susi Wilkinson, Tanya Behardien and Tracy St. Claire and will meet on April 5 from 1:00 to 2:30 at the United Way Boardroom. A Planning Session for Steering Committee members and CFK Table members is tentatively scheduled for April 29 from 10:00 to 12:00. Lunch will be provided, as well as mileage and childcare subsidies for Table members able to attend. Other means of participating, eg., conference call, providing feedback on CFK website, etc. will be considered. Tracy St. Claire will look into the United Way providing funding. Tracy will contact Karran Finlay to discuss facilitating the Planning Session.

c) **CFK Restructuring – Supporting Community Tables/Input from Tables**

After much discussion, it was determined that:

- Collaborating with the Tables on both CFK restructuring and determining support needed by the Tables is essential
- Involving the Tables from the onset of the process is important
- Tables need consistent support
- A closer relationship between the Steering Committee and the Tables is needed. The Steering Committee is currently viewed only as a source of funding.
- Prompt action is needed to maintain Table momentum

Christine Davidson attended the Okanagan Falls and Summerland Table meetings on March 15, and provided a summary of the feedback. The Tables are concerned about losing a facilitator. Steering Committee members will continue to attend upcoming Table meetings, and Table members will be invited to participate in the Planning Session.

d) **CFK Steering Committee Attendance at Upcoming Table Meetings**

Steering Committee members will be attending upcoming Table meetings as follows:

Penticton, March 16 – Christine Davidson

Osoyoos, March 21 – Christine Davidson

Oliver, March 28 – Christine Davidson

Princeton, April 6 – Susi Wilkinson

Keremeos, April 21 – Tracy St. Claire

6. Updates

a) **Project Manager**

No report

b) **Community Team**

Blair

- The Summerland Table met last night

Pat

- Attended Ready Set Learn in Osoyoos
- Will provide CFK display for Ready Set Learn at Tuc El Nuit in Oliver
- Attended system of care forums in Princeton and Keremeos
- Attended CFK Ok Falls Table with Christine Davidson
- Confirmed Table meetings as Penticton on Mar 16; Osoyoos on Mar 21; Oliver on Mar 28
- The Tables are concerned about the continuation of Community Directories and the Books for Babies program
- Development wheels were delivered to Princeton, Keremeos, Penticton, Osoyoos, Oliver and OK Falls
- Will be attending the Ok Falls Community Partners meeting
- Provided the CFK video to Channel 18
- The CFK display is needed for the Breastfeeding Coalition family event on March 19.

c) Parenting Conference

A decision to approve funding for a contract for Pat Buckland to continue assisting with planning the Conference was postponed pending the upcoming Planning Committee meeting, and attempts to find community partners. Christine Davidson will discuss the Conference at the Oliver Table meeting.

7. SB6

a) Funding for SOC Community Consultation Facilitator

MOTION: S. Wilkinson/T. Behardien

To reverse the decision to approve up to \$5,000 of SB6 Strategic Implementation funds to hire a contractor to conduct the System of Care community consultations. CARRIED

b) Outstanding Applications/Application Process

There are two outstanding applications for SB6 funding from the Princeton Table. It was decided that Blair will contact the Table to inform them that CFK does not have the funds to consider the applications, and that Tracy St. Claire can be contacted for future funding.

c) Ullus Project

Reports from the Indian Bands and Friendship Centre are due the end of April. Blair has contacted the Ullus partners to request the reports be provided to Lynn Cook.

d) Year End Reports

The ECD Evaluation report has not yet been provided by SB6. Blair has completed the Year End Reports with the exception of those sections needing information from the ECD Evaluation report, as well as sections to be completed by Tracy St. Claire/Harry Grossman. Blair will be meeting with Tracy St. Claire on March 17. Unused SB6 Strategic Implementation and Marketing funds will be returned to the United Way.

Blair Lischeron left the meeting at 2:03 pm

8. Steering Committee Initiatives

a) Membership

Susi Wilkinson has replaced Susan Brown as a Steering Committee member.

9. Communication/Public Relations/Advocacy

a) CFK Website Redesign and Marketing Plan Update

The agreement with Cutting Edge Concepts has been signed by Susi Wilkinson. Initial invoices have been processed. The meeting with the contractors on March 10 went well.

b) DVD Distribution

A copy and/or link to the CFK video will be provided to Karran Finlay for consideration in the marketing plan. Edits to the video may be needed. No distribution will take place at this time.

Corinne Valleau left the meeting at 2:12 pm.

10. Finances

a) Monthly Reports

MOTION: S. Wilkinson/T. Behardien

That the CFK Expense Summary to February 28, 2011 be accepted as presented.

CARRIED

b) 2011/12 Budget

Carry over amounts will not be confirmed by Interior Health until the end of March.

11. Regional/Provincial/Local Linkages

a) ECD Coalition

Lynn Cook is now the contact for CFK.

b) Member News and Updates That Support the 0-6 Population

Tracy St. Claire

- The United Way, Rotary and Literacy Now have partnered to develop a pilot project for the Dolly Parton Imagination Library Program.

12. New Business

No new business

13. Next Meeting Adjournment

The next monthly meeting will take place on April 26 from 12:00 to 2:00 at the Penticton Chamber of Commerce. The meeting was adjourned at 2:20 pm.