



**COMMUNITIES FOR KIDS  
STEERING COMMITTEE MEETING  
TUESDAY, AUGUST 23, 2011  
MINUTES**

**VISION**

Every Child Thrives

**MISSION**

To engage families and communities in children's healthy early development

**GOALS**

1. Increase awareness of early childhood development
2. Facilitate the development of a comprehensive system of early childhood development services
3. Enhance family connections

- Present:** Judy Sentes, Tracy St. Claire, Jen Anderson, Christine Davidson, James MacNamara, Corrine Valteau, Christine Schwarz, Naomi Ludington, Susi Wilkinson, Lois Hutchinson, Lynn Cook
- Regrets:** Tanya Behardien, Jim Insley, Maureen Potter
- Location:** Penticton Chamber of Commerce

Christine Davidson called the meeting to order at 12:12 pm

**1. Additions to the Agenda**

No additions

**2. Minutes of the Previous Meeting**

**MOTION: C. Valteau/C. Schwarz**

That the minutes of the meeting held July 26, 2011 be accepted as distributed. CARRIED

**3. CFK Business/Operations**

**a) Implementation Manager Contract Update**

The closing date for proposals was Friday, August 18, 2011. The Selection Committee consisting of Susi Wilkinson, Christine Davidson and a member of the Interior Health Contract Department will meet later today to review the four proposals received. Interviews will hopefully take place in the next few weeks.

**b) Discussion of the Terms of Reference Draft Revisions**

The suggested revisions to the Steering Committee Terms of Reference were reviewed. Copies of terms of reference documents from other Children First Initiatives were also available. Discussion ensued. The following points were made:

- A clearly defined mandate for the Steering Committee, driven by a comprehensive list of MCFD contract deliverables is needed.
- The current MCFD contract needs review. Terms of the MCFD contract, including deliverables, should be ratified by the Steering Committee.
- MCFD contract deliverables will help determine specific activities and measureable outcomes for the CFK Strategic Plan, which in turn will inform the Steering Committee Terms of Reference.
- Meetings will remain monthly for the time being. The frequency, dates and times of meetings will be reviewed in the near future.
- More information regarding the role of the Executive Committee is needed.
- A section should be added to outline the role/responsibilities of the Community Tables.

It was decided that the new Implementation Manager, in conjunction with the Executive Committee, will take a lead role in moving forward on the points above. Lynn Cook will make revisions to the Terms of Reference as agreed to in the meeting.

**c) Criteria for Community Capacity Funding**

To be determined by new Implementation Manager.

**d) Financial Report**

As a written report was not available, Lynn Cook gave a verbal update of expenses.

**4. Increase Awareness of Early Childhood Development**

**a) Marketing Strategy/Website Redesign Update**

A preliminary marketing plan was received from Karran Finlay Marketing with additional information forthcoming on Friday. The Committee will meet shortly to determine next steps. The website re-design is going well. Social and electronic media will play an important communication role.

**5. Facilitate the Development of a Comprehensive System of Early Development Services**

**a) Update**

The one-year pilot to facilitate a common referral system is moving forward. A letter outlining the program will be distributed throughout the South Okanagan. Lynn will forward the letter to all CFK contacts. Referrals will be reviewed at the OSNS Child Development Centre on Monday mornings and referred to the appropriate service. Parents/Guardians will sign a form to allow sharing of information amongst service providers.

**6. Enhance Family Connections**

**a) 7<sup>th</sup> Annual Parenting Conference**

The next planning meeting will take place on August 31 at Sen Pok Chin School.

**7. Regional/Provincial/Local Linkages**

**a) SB6**

The Council of Partners met this morning to review funding applications received. Communities will have another opportunity to submit funding applications later in the year. CFK will be asked to provide clear ECD priorities to assist SB6 with decisions on distribution of funds.

**b) Hub Brainstorming**

Tabled

**c) Members News and Updates That Support the 0-6 Population**

Tabled

**8. New Business**

No new business.

**9. Correspondence**

No correspondence

**10. Upcoming Meetings and Key Agenda Items**

September 27, 2011 beginning at 12:00 at the Penticton Chamber of Commerce

- Introduction of Implementation Manager
- Steering Committee Chair Selection
- Executive Committee Selection

October 25, 2011

**11. Adjournment**

The meeting was adjourned at 1:47 pm.