**Monday, December 14th 2015**

**Coalition Meeting**

**10:00am-12:00pm**

**CAS of Toronto -7th Floor**

**Present: Cindy Himelstein, Lovelle St. Gabriel, Diane Banks, Cynthia Grundmann, Paola Collini-Martins, Ian Edward, Marilia Lana, Shaida Addetia, Anna Polla, Beverly-Ann de Sousa, Jillian Sewell, Lisa Shortall,**

**Regrets: Cindy McCarthy, Dayanne Martinez, Lee Ford-Jones, Sandra McCallum, Sharma Queiser**

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| **Agenda** | **DISCUSSION** |
| Welcome | Minute Taker- Beverly-Ann de Sousa  Cindy H. provided refreshments and delicious treats! Thank You!  Minutes of November 16th 2015 were approved |
| Ontario Trillium Foundation Grant | Great News!  Project Start Date/ OTF requirements   1. **Project Coordinator** – job posting to go out 2nd week of January; possible start date March 1, 2016, 3 year contract; 5 days a week ; ACSA - Agincourt Community Services Association will be the hiring agency.   -Members taking the Lead: Ian, Lisa, Dr. Lee, Cindy H. Cindy M.  -They will review job posting and make changes before sending it to HR.  -Cindy H. also noted that a secondment is possible for anyone who is interested.  -Main role of this position is to coordinate all aspects of the coalition; connect and build relationships;  -In subsequent meetings, we will need to work on the details of the work plan before the Coordinator starts.   1. **Parent Leaders (10) / 5. Parent Symposium** – we will ask existing parent groups within the coalition to form this “group of 10”.   -Members taking the Lead: Cynthia, Shaida, Beverly, Anna, Lovelle, Paola, Marilia  -Symposium will happen by the end of Year 2 of the Project. We briefly discussed possible formats for the Symposium. One large symposium vs. smaller community based meetings. Diane shared learnings from the Resiliency Workshop recently hosted at the library. She recommends having a list of resources for individuals to help support their needs. Shaida noted that the smaller group sessions may be more meaningful for community members. Ian noted that the scope of the Grant may not allow for the smaller learning groups and we should invest in trying to get a keynote speaker that may draw in a large crowd. We need to strategize around limited funds and capacity and be realistic.  -Possible location is Sick Kids Hospital auditorium. In the past, parents liked the venue and evening time slot. It can fit approx. 150-200 people. Cindy H. mentioned that “Ground Rounds” format works.   1. **Sick Kids Hospital Paediatric Residents/Learning Sessions-**   -Members taking the Lead: Lovelle, Lisa, Diane, Jillian  -Trillium will provide the pre/post Evaluation tools; the Coordinator will administer the tools.  -Webinars should be recorded and posted on the MCMCT website.   1. **Website Re-vamp –**   -Members taking the Lead: Lisa, Ian, Diane, Cynthia  -Webinars will be recorded and posted on site  - Cynthia mentioned that the equipment and entire process of recording webinars can be costly and suggested to look into community groups that may have the experience with audio/video/website/technology to minimize the cost.  We briefly went through the Project Coordinator Posting and Cindy H. made draft changes with the coalition’s “wish list” of qualifications for the position. The hiring committee will screen the resumes and schedule 3-4 interviews and it was suggested that the applicants provide a writing sample for the committee to review. |
| Coalition Members |  |
| Next Meeting Dates | January 18 2016; February 22 2016; March 21, 2016; April 18, 2016; May 16, 2016; June 20, 2016 |