

MINUTES OF THE DURHAM CAS COMMUNITY ADVISORY COUNCIL
22 June 2017

Attendance

| | |
|--------------------------------|--|
| Community: | Akilah Haneef (participated via phone & in person) Larry Johanson Leroy Clarke Sandra Forsythe (Chair) Shaida Asseli (participated via phone) Veralyn Alleyne |
| Board: | Bryan Buttigieg Michelle Davis |
| Staff: | Dawn Walcott-Parris Wanda Secord (Co-Chair) |
| Regrets: | Naveen Balakrishnan Raphael Francis Tahmena Bokhari (on leave) |
| Administrative Support: | Terri Hedley (Minutes) |

The meeting was called to order at 6:46 pm.

I. APPROVAL OF AGENDA

The agenda was approved as distributed.

MOTION by Michelle Davis, seconded by Dawn Walcott Parris, to approve the agenda dated June 22, 2017.

CARRIED

II. APPROVAL OF PAST MINUTES

The minutes of April 10, 2017 and May 3, 2017 were reviewed.

MOTION by Bryan Buttigieg, seconded by Veralyn Alleyne, to approve the minutes dated April 10, 2017 and May 3, 2017.

CARRIED

III. DECLARATION OF CONFLICTS OF INTEREST

There were no declarations of conflict of interest.

IV. COMMUNITY/AGENCY UPDATES

Agency Update

The purpose of the Soul Journey Program is to provide black youth in care opportunities to connect with their history and culture. This program is operated by the Toronto Children's Aid

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Society and they are offering 6 spots to youth from Durham Children's Aid Society. Previous trips have included Washington DC and Nova Scotia.

This year the 2-week program for youth is as follows:

- Week 1 is spent at the Harriet Tubman Centre at York University to study history, geography and the movement of black people through history
- Week 2 is spent in Jamaica to explore history and culture (August 20-27)

The application process for youth began this week. Criteria for selecting youth and staff for this program is currently being developed however youth must have the ability and willingness to cooperate with the program and safety is a paramount issue. The Society is canvassing for staff volunteers. The staff-to-youth ratio is being determined, that needs to be balanced with labour law requirements.

Council members requested that during the selection process youth who have previously been in trouble not be excluded from consideration as international travel has a huge impact and could change their perspectives and the trajectory of their lives. They further requested that the staff volunteers have knowledge in black history and culture.

V. BUILDING BRIDGES COMMUNITY FORUM DEBRIEF

Feedback Summary Forms:

- The feedback summary forms from the May 15, 2017 Building Bridges Event were not available at the meeting
- Akilah Haneef advised that most responses were from DCAS staff
- Noted that DCAS staff did not participate as much as community members – a discussion ensued about being careful to not judge or draw assumptions around this as there could be many reasons why (e.g. not comfortable speaking in public, being respectful that this was a community event and allowing the community more time to speak); there is also tremendous value in staff attending to hear directly from the community
- Discussion regarding the value of predominantly DCAS staff feedback – all feedback is valuable

What worked well:

- Having the Council together at the front of the room, working together and answering questions, set a good tone and gave a good message
- Location was good
- Libations created a positive environment
- Larry Johanson was commended for facilitating the event; he set an excellent tone (respectful and engaging) and kept things moving
- The Collective Hands presentation was very well received

What didn't work well:

- Prefer to have more community members in attendance
- Advertising was limited with a short turn-around time
- Ran out of time – should have timed each topic on the agenda (Note: times were allotted for each item)

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Recommendations:

- Consider more advertising for future events - advertise in local churches, utilize social media, community committee members to bring more people personally
- Secure a second roaming microphone for future events
- Provide hard copies of One Vision, One Voice for interested attendees
- Utilize red, green, yellow time indicators and leave the majority of time for community to ask questions and be engaged

Next steps:

- Akilah Haneef will distribute the Feedback Forms to the Council via email
- The questions from the May 15 Building Bridges event are being finalized and will then be posted (these can be reviewed at the next CAC meeting)

VI. VETTING COMMUNITY STRATEGIC TRACKING DOCUMENT

It was clarified that the document being referred to in this item is the list of community organizations (not the strategic tracking document). This document is being vetted by DCAS and is deferred until the next CAC meeting.

VII. SETTING FALL MEETING DATES & 2018 BUILDING BRIDGES DATE

i) Fall 2017 Meeting Dates

The Council discussed the schedule of fall meetings. Suggested dates are September 11 or 25, October 16 and November 30.

DECISIONS:

- Schedule September, October and November meeting dates
- Develop a Work Plan to guide the work of the Council at the September meeting

ACTION: Terri Hedley to send a doodle poll to determine September, October and November 2017 meeting dates

ii) 2018 Meeting Dates

The Council discussed whether to meet monthly or bi-monthly during the 2018 calendar year, beginning in January 2018.

DECISION:

- Schedule monthly meetings from January to June 2018

ACTION: Terri Hedley to send a doodle poll to determine the preferred night/week and week of the month to schedule January to June 2018 CAC meetings

iii) 2018 Building Bridges Community Event

DECISION:

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- Schedule the 2018 Building Bridges Community Event in May 2018, preferably not on a Monday night

VIII. MEETING EVALUATION

Meeting evaluation feedback:

- Suggest members review the meeting minutes in advance rather than spending time during the meeting
- Some members expressed being unclear of the purpose of CAC/what the community wants the Council to achieve
- Agreed to develop a Work Plan in September 2017
- Suggest sending out action items following the meeting
- Would like to develop Vision and Mission Statements and set goals
- Although it is slow, Council members identified that progress is being made

VIII. ADJOURNMENT

MOTION by Dawn Walcott Parris, seconded by Larry Johanson, to adjourn the meeting. CARRIED

Meeting adjourned at 8:25 pm.

**DURHAM CAS COMMUNITY ADVISORY COUNCIL
ACTION REGISTRY**

Period: November 2016 – December 2017

| Number | Item | Date of Meeting | Who | Target Date | Completed |
|---------------|---|------------------------|---------------------------------|--------------------|------------------|
| 1. | Add "AOPIL Direct Report" to the next meeting agenda of the Community Advisory Council | November 29, 2016 | Sandra Forsythe Wanda Secord | January 19, 2017 | January 19, 2017 |
| 2. | Send another poll to the Council to determine meeting dates for February to May 2017 Community Advisory Council Meetings. | January 19, 2017 | Terri Hedley | January 23, 2017 | January 23, 2017 |
| 3. | Dr. Leeno Karumanchery's full Organizational Needs Report to be provided to the Council | January 19, 2017 | Wanda Secord | March 13, 2017 | March 6, 2017 |
| 4. | Decision regarding the AOPIL reporting relationship | January 19, 2017 | Wanda Secord | March 13, 2017 | Deferred |
| 5. | CAC community members to bring a draft 2 page summary Community Strategic Tracking Document to the April 10, 2017 CAC meeting for final collaboration | March 13, 2017 | CAC Community Leaders | April 10, 2017 | May 5, 2017 |
| 6 | Doodle poll to be sent to CAC to determine the preferred May Town Hall date | March 13, 2017 | Terri Hedley | March 15, 2017 | March 15, 2017 |
| 7 | Draft flyer to be created by DCAS and reviewed at the April 10, 2017 CAC meeting | March 13, 2017 | CAC DCAS members | April 10, 2017 | April 10, 2017 |
| 8 | Send a doodle poll to determine September, October and November 2017 meeting dates | | Terri Hedley | | |
| 9 | Send a doodle poll to determine the preferred night/week and week of the month to schedule January to June 2018 CAC meetings | | Terri Hedley | | |
| 10 | List of Community Organizations – Review by Staff | June 22, 2017 | Wanda Secord | Sept 25, 2017 | |

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| Number | Item | Date of Meeting | Who | Target Date | Completed |
|---------------|---|------------------------|--------------|--------------------|------------------|
| 11 | Building Bridges event – follow up re: questions from the Q&A session | Event May 15, 2017 | Wanda Secord | | |

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