**SCDSN Board meeting minutes**

**March 5th, 2024**

**Virtual**

**Present:**

Brian Swainson (Chair) Sunbeam Community and Developmental Services

Carol Blaind (Treasurer/Secretary) Access Community Services

Marnie McDermott CLH Developmental Services

Patricia Kyle CWSDS

Tom Turner DSLG

Jason Young Regional Support Associates

Paul McGowan Bethesda

Joel McCartney CTRC

Jennifer Shaw Administrative Support

**Regrets:**

Sherry Novak Brantwood Community Services

**Guests:**

Brigette O’Neill Brantwood Community Services

**Minutes**

Brian opened the meeting at 1:03 p.m. with quorum noting that he was starting the meeting in the interest of time.

1. **Approval of Agenda:**

Brian said that there was one addition, a discussion about the location and dates for the AGM.

**Motion:** To approve the agenda as amended.

**Moved/Seconded:** Marnie/Jason

CARRIED

1. **Approval of Minutes from January 9th 2024:**

Brian asked if there were any changes/corrections to the meeting. Hearing none he called for a motion to approve.

**Motion:** To approve the Board meeting minutes as presented

**Moved/Seconded:**  Marnie/Patricia
CARRIED

1. **Business Arising**

a. **Strategic Planning committee Update**

Paul said the committee had sent out the RFP to three companies, one company, MADJ responded to the RFP and the committee is setting up a meeting with the MADJ reps to review their submission. Paul said the MADJ proposal quoted $15k + HST for the work but the plan is very comprehensive.

Paul will report back at the next Board meeting.

b. **Membership Committee**

Brian said the issue of creating a membership committee came up due to the work being done on the website. Realized needed process for accepting members (policy). In the short term will put placeholder text to ask people to connect with Jennifer for vetting and further follow up. Once a process is in place will post that.

Committee volunteers – Marnie, Jason, Brian

c.  **SCDSN Website Committee**

Brigette thanked the committee for their work. She then reviewed the main page mock-up of the website, noting the plan is to launch the site and new name/logo at the April conference.

There were no recommendations for changes and the Board agreed that the agency services matrix should be included. Jennifer will send around the matrix for updating and Brigette will follow up with 2Gen.

Brian suggested the board purchase items (swag) that could be handed out at the conference (SCDSN and OADD) to promote the name. He suggested a maximum of $5,000 be approved for the purchase and said the item(s) should be unique (i.e. cell phone holders, computer screen cleaners, lunch bags etc.)

**Motion:** To approve up to $5,000 for the purchase of items with the new logo as giveaways at the conference.

**Moved/Seconded:**  Carol/Jason
CARRIED

1. **Items**
	1. **Updates from the Provincial Network**

Brian said Joel attended the last PN meeting on his behalf. Joel said the minutes of the meeting had been distributed and were very comprehensive. He noted that the request for a 5% increase is a “hot topic” however PN members have begun discussion how to proceed if the increase does not materialize.

Joel said that MCCSS indicates it is still fine tuning their understanding of the KPMG and talked about unique funding mechanisms throughout the province causing confusion. They appear to be messaging that individualized arrangements will not be continued but have not discussed what arrangements will be used instead.

Joel said that a survey is coming around from the PN and PMB about values proposition across agencies. He suggested this is important to keep in mind for strategic planning and potential membership growth.

* 1. **Financial Updates**

Carol said the group was doing well financially and the investment is starting to approve. She reviewed the activities for the month noting that 13 of the 16 membership payments had been received.

**Motion**: To adopt the treasurers’ report as presented.

**Moved/Seconded:**  Tom/Marnie

CARRIED

* 1. **2024 Conference Update**

Marnie said she is monitoring the conference registration and things are going well. She provided the registration numbers and encouraged people to register virtually.

Marnie noted that they have two vendor tables this year and asked everyone to spend time with the vendors.

Marnie said that the potential profit at this point is about $8,000. She noted that the number of virtual attendees will not cover the cost of providing hybrid AV at this point and suggested that a discussion can be had for the next conference about whether or not to provide virtual attendance.

Brian said he would follow up with Karen Glass to see if she is able to open the event.

d. **Dr. Bruce McCreary Scholarship**

Brian said this scholarship was created by Ongwanada and GLS used to provide $1,000 towards the scholarship. He asked if SCDSN wanted to continue to support the scholarship.

Carol suggested first sending a letter to Ongwanada letting them know the history and asking if they will continue to award the scholarship.

**Motion**: To approve $1,000 towards the Dr. Bruce McCreary Scholarship for 2024.

**Moved/Seconded:**  Tom/Carol

**Discussion:** SCDSN involvement in the scholarship will be reviewed for next year

CARRIED

f. **AGM Planning**

Jennifer said White Oaks had reached out to ask if the group wanted to return there for the 2024 AGM. After discussion it was agreed that the 2024 AGM would be held at White Oaks on 10th of September; the 9th will be an informal social day for the membership and Board.

g. **Members’ open discussion**

Items discussed were:

* Ways to get a balanced budget and finding creative funding sources. Suggestions/comments were:
	+ Leaving some programs and positions unfilled i.e., attrition and not filling vacancies.
	+ Extending the time taken to fill a position
	+ Reducing hours
	+ Reviewing funding for people in high care needs situations
	+ Shutting down programs; start with shutting down non-core and then reduce core programs.
	+ Outsourcing care
	+ Number of families not getting core funding
	+ Reducing staff when more staff are needed
* Reducing services/care can lead to situations becoming more complex and/or a crisis
	+ Health is getting a larger increase
	+ ALC situations increasing without funding
	+ Potential to draft a new white paper/begin discussions with MCCSS
* MCCSS Pilot Risk Assessment
	+ Carol and Patricia are doing the training in March; Brian and Tom in July
	+ Put narrative from today into her assessment
* Annual subscription model for Rec & Wellness programming
	+ Brian said that Sunbeam is introducing an annual subscription fee model to its Rec & Wellness program, which is intended to primarily attract Passport dollars to purchase programs and services
* Expansion of ABA/Clinical services
	+ Brian said that Sunbeam is expanding its ABA/clinical services programming to meet the growing demand in the local community
	+ This is a fee-for-service program intended to attract the individualized clinical budgets that are awarded to children with ASD
	+ Many families in the community struggle to find appropriate/qualified clinical service providers to purchase ABA services from.
* SCDSN membership
	+ The re-brand and promotion may lead to agencies wanting to join
	+ Will be setting a membership committee
	+ The website will include a drop down menu of FAQs that will point general questioners in the right direction and note that policy is being developed

**5. Adjournment**

Adjournment: 2:40 p.m. Paul/Marnie

Next meeting, April 9th, 2024, 4:00 – 5:30 p.m. Four Points by Sheraton Thorold

**Minutes recorded by Administrative Support person, Jennifer Shaw**