

Chilliwack Child and Youth Committee
Early Years Sub-Committee



When: Thursday Sept 8, 2011 1:00 to 3:00 pm

Where: Chilliwack Community Services – 45938 Wellington Ave

ATTENDANCE:

Carol Dorn	CCS – Downtown Family Place	dornc@comserv.bc.ca
Dan Bibby	MCFD	daniel.bibby@gov.bc.ca
Debbie Denault	Chilliwack Learning Community Society	debbied@chilliwacklearning.com
Karen McLean	FV Child Development Centre	kmclean@fvcdc.org
Karin Rempel	Sardis Doorway	rempefamily@shaw.ca
Kiran Sidhu	FV Child Development Centre	ksidhu@fvcdc.org
Sherry Sinclair	CCS – CPNP & CAP-C	sinclairs@comserv.bc.ca
Trish Ackland	Child and Youth Mental Health	trish.ackland@gov.bc.ca

REGRETS:

Barb Presseau	CCS – Childcare Resource and Referral	presseau@comserv.bc.ca
Darby Wilkinson	CCS	wilkinson@comserv.bc.ca
Debbie Fletcher	CCS -Sardis Family Place	fletcherd@comserv.bc.ca
Donna Gannon	Chilliwack Learning Community Society	dmgannon@shaw.ca
Elaine Jackson	Chilliwack Family YMCA	childcare@ymcachwk.com
Joanne Kovanchak	SD#33	joanne_kovanchak@sd33.ba.ca
Pauline Pigeau	Fraser Health	pauline.pigeau@fraserhealth.ca
Sandy Seib	CCS – Families First	seibs@comserv.bc.ca
Sheri Josephson	Chilliwack YMCA	sheri.josephson@vanymca.org
Susan Edgecombe	SD#33	susan.Edgcombe@sd33.bc.ca
Windy Sola	Stó:lō Nation Health Services	windy.solla@stolonation.bc.ca

Recorder: Annette Williams

Co-Chairs: Dan Bibby and Sherry Sinclair

1. Welcome and Introductions

2. Agenda Additions –

- a. Joy's departure (will be item 9a)
- b. CYC Early Years Sub-Committee Meeting Schedule is the first Thursday of each month, except September, which is the first Thursday after Labour Day. 2011-2012 Meeting Dates: October 6, November 3, January 5, February 2, March 1, April 5, May 3, June 7

3. Approval of Minutes of July 7, 2011 – approved as circulated

4. Strategic Planning Update

Incorporate new process for facilitating a new plan, rather than update the old plan. The steering committee, consisting of Dan Bibby, Sherry Sinclair, Sheri Josephson and Karen McLean, met in late July to begin the process, and have possible facilitators.

Discussion:

The steering committee explored various processes that the team has experienced, including SOAR Appreciative Inquiry, Graphic Facilitation, succinct action plans.

8-9 potential facilitators have been identified. Names include but are not limited to: Debbie Denault, who has done this work with CYC; Bill Scott, who did the YMCA's Strategic Plan, Christine Merkly, who uses Graphic Facilitation, and Tracy Smyth from Port Alberni (Raising the Village).

Prioritize engagement and social marketing to raise profile of Early Years, and become more active in what the community struggles with. Narrower action plan might help with focusing on the issues more effectively.

Current plan effective until March 31 2012, which provides time to complete the new plan.

Recommendations:

- One day facilitated exercise, preferably mid-November, with pre-survey or focus groups for those who know they can't attend.
- Goal is a 2 year strategic plan, structured differently than the current plan.
- Identify 5 pillars of work, and roll out into actions under the pillars. Want actions that are "doable".

Decision:

- ☛ Steering committee will choose a facilitator to contract with and proceed with plans.

5. EY Coordinator Hiring Update

Intention is for the new coordinator to be based out of Central Gateway.

Joy Nolette left at the beginning of August, as she had banked extra hours for pre-planned August vacation, so finished prior to her effective resignation date. Dan spoke with Joy Sept 7th about transition planning. Joy will probably be able to work a few transition hours with the new candidate as long as she hasn't moved by then.

Discussion:

Prefer new candidate have EY experience in the community for transition ease. The candidate needs a broader range of knowledge/experience than previously, as the position is comprised of 25 hours/week as Early Years coordination and 10 hours/week as CYC Community Coordinator. See attached Job Posting.

Will be co-chair and support to CYC. Perhaps the subcommittees should be part of the successful candidate's support system.

Selection committee: Kiran Rempel, Darby and Sherry Josephson. Closes September 16th, then committee meets September 22nd for short list, with interviews on September 29th. Have received a couple of applications already.

Recommendations:

- Phase in the workload in as much as possible.
- Successful candidate be involved in strategic planning process.
- EYC to email the Job Description to their contacts.



6. Review draft doc – Chilliwack Early Years Senior Management group

The finance task group's role was to steer the process of the grant monies. Change the Finance Task Group Into a Senior Management Group. Dr. Pleydell Pierce said he would be willing to sit with that group.

Proposed differences between Senior Management Group and Finance Task Group:

Finance Task Group dealt with Early Years and Chilliwack money. Abbotsford model has knowledge of all early years funding and look for ways they can put money together to enhance what they already have. In the Finance Task Group terms of reference handled representation from MCFD, CSS, Health and SD33 as they brought the larger dollars. They would not only advise on current monies but look for other monies or pool existing monies. The EY coordinator would be part of that group to build the bridge. People at the table would be able to make the decisions, rather than the current Finance Task Group where recommendation would be brought to the right people who would put the process in place.

Consensus: The Senior Management Group would be an asset.

- ➔ Dan will bring a draft of terms of reference to October 6th meeting.

7. November 3 Early Years Celebration Update

Discussion

Planning group: Kiran Sidhu, Sherry Sinclair, Karin Rempel, Debbie Denault and Pauline Pigeault. The planning group met at Decades with Carol Dorn and Pam Auffrey in the summer. The planning group is asking the table to help, because we don't have a coordinator and its 8 weeks away.

Debbie Denault drafted ways for EY members to help with the event.

How many people came last year: Debbie Denault to email Sherry Sinclair the answer (approximately 50-60). Attendees names can be emailed to new EY coordinator. Suggestion to use Event Write, which is a free service.

Shaw might pick up filming EY programs in Sept/Oct.

EVENT NAME – still pending

Discussion

CLCS EFL Task Group conversations – some people thing "Celebration" is soft and might not bring broad spectrum of people from community. Met with Chamber and BIA representatives and both Executive Directors said they will be involved when it's clear what the connection is. Kids in Crime was a theme pitched, as a way to reduce difficulties for businesses and increase bottom line. If we choose a name that they think draws their members, they will endorse it.

Ideas: Invest in Kids, Reduce Crime or Investing in Kids Reduces Crime.

- ➔ Carol Dorn and Kiran Rempel to find slogan from their emails.

EVENT DETAILS

11:30 – 1:30 at City Hall

Speaker: Dave Park – wrote paper correlating investing in children reducing crime and increasing community profit.

Agenda: Lunch, Keynote Speaker, Q&A.

	Thoughts & notes
Funding/sponsors	
1. Follow up with Envision financial	Debbie Denault (re \$2,000 donation which Joy had discussed with them – they were going to manager for approval).
Promotion	
2. Develop name for event	Event planning committee
3. Develop promotion plan	Sherry Sinclair “Ask me how I support the Early Years” buttons for program supporters. Jonesy Jones “The Pin Man” or Fraser Valley Custom Printers makes buttons. Go to Envision Credit Union or another supportive business and hand out balloons/pins to use up extra buttons.
4. Develop Flyers a) save the date and b) detailed flyer	Debbie Denault words, Sherry Sinclair graphics (CCS secretarial will do)
5. Ask 2 businesses for quotes for the flyers (i.e. why they support ECD programs) and other promotional material	Debbie Denault
6. Invite businesses who are already involved to come & bring someone else	Everyone work their contacts
Registration	
7. Organize/monitor pre registration	Karen McLean
8. Set up event welcome/registration table	Karen McLean
9. Welcome people at the door/event	Karen McLean and others (need volunteers)
Hand out package	
10. Identify items to be included in handout package. Prepare material and assemble packages	Handout packages: Parents Guide, priorities brochure, Chilliwack Community Situation, Chilliwack Community Snap Shop, Success by 6 calendars, Pledge form. Karin Rempel will email documents to Dan to be printed at MCFD office. Carol Dorn will assist.
Refreshments:	
11. Purchase/organize lunch	Carol Dorn will order wraps/ sandwiches/ Veg/dip/ squares from CSS. Also ask City Hall if they will provide

	coffee. Kiran Sidhu will contact Nestea about free beverages.
Presenters/Presentations	
12. Arrange/host First Nations opening	Kiran Sidhu will arrange First Nations opening (perhaps Windy). If Windy can't help, Trish Ackland has Aboriginal workers and will ask them for something.
13. Invite/host Mayor Gaetz	Sherry Sinclair will ask Zoya
14. Invite/host a person to be the MC	Dan Bibby and Karin Rempel will MC, with Karin being the lead.
15. Prepare Chwk. EY/ECD snapshot	Dan will update the snapshot (EDI) and incorporate into Chilliwack Snapshot. Will ask organizations for statistics updates in their section – can use the template and fill in the new numbers. Karin Rempel will send Community Situation and Snapshot to send to speaker.
16. Arrange technology needs with City Hall	Sherry Sinclair will ask Zoya.
Information Tables	
17. Organize	Karin Rempel to bring 2 stools – “It takes a community to raise a child” Kiran Sidhu will ask Jodi about her multicultural themed painting Ask Mary Stern if she is willing to provide art? Debbie Denault has a box of prints of children if we want to use them. Large display board for Early Years Tablecloth (Sherry Sinclair to ask Zoya) with hand prints to put on table under display board. Play video on laptop Everyone bring something of interest to October 6 th meeting.

8. Nov 15 National Children’s day: Kids and cake in Council Chambers

No discussion

9. Other Agenda Items

- a. Joy’s departure (at beginning of meeting). Celebration and thank you: \$50 Chapters gift certificate. Sherry Sinclair will take care of or email someone if she can’t.
 - b. National Family week Oct 3-9 Canada Wide – Sherry Sinclair has brochure on Sleep Safe for Your Baby. Received 1000 free. Others can email them and ask for some, then can give out at same time. Put out by Public Health Agency. Could take out ad in paper, asking people to come.
- ☞ Sherry Sinclair to give some to Trish Ackland for Education Centre for Young Parents.

10. Adjournment at 3:00pm – Next Meeting: Oct 6, 2011, 1:00-3:00pm at Central Gateway for Families, Room 119

MEETING SCHEDULE OCTOBER 2011 – JULY 2012

October 6
January 5
February 2
March 1
April 5
May 3
June 7
July 5

Other Discussion notes:


Didn't hire yet for Young Parents program. Sherry Josephson presented update to Young Parent committee last week.

Presentation of Kids and Cake to Council this summer was done.

Rotarians built great stroller park (CCS – Downtown Family Place). All money was contributed from community members filtered through Rotary, rather than directly from Rotary.

Symbol key

- ◇ Question from the table
- ☉ task for a specific person
- ☑ approved item
- 👉 please note

 task for everyone

