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|  | <b>Date:</b>   | November 6, 2008 |
|   | <b>Time:</b>   | 10:00 am         |
|   | <b>Location:</b>   | NWHU             |
|   | <b>Chair:</b>  | Donna Cutler     |
|   | <b>Recorder:</b>   | Kim Anderson     |
| <b>Type of meeting:</b>   | <b>Rainy River District Best Start Network Meeting</b>   |                  |
| <b>Participants:</b>  | David Sharp, Kim Gardiman, Leanne Mineault, Carolyn Skirten , Donna Cutler, Kim Anderson, Ann Anderson, Mildred Beck, Nicole Cheetam, Sandra Russell, Tammy Faykes, Deb Cousineau, Judy Lindholm |                  |
| <b>Regrets:</b>   | Teresa Larson, Anne-Marie Armstrong, Darlene Fejos Rousseau  |                  |
| <b>Absent:</b>  | Jeff Warner  |                  |

1) Welcome/Call to Order/Introductions

Introductions were made

2) Our Vision: *"The Best Start for ALL Children"*

3) Approval of & Additions to the Agenda

Agenda was approved with 1 addition from Mildred Beck.

4) Review of Minutes –September 18, 2008

Amendments to the minutes of September 18, 2008

- On page 2 of the minutes, the Communications Committee reported that "The logo tagline will be **The Best Start for ALL children** on all Hub promotion banners." This should be changed to read *The Network tagline....*
- On page 3 of the minutes, section **g**, under Hub Update, it should read as follows: *Rainy River Hub is now the owner of the Sears building in Rainy River and an architectural program manager has been chosen to get the renovations underway.*

Minutes were reviewed and approved as amended.

5) Ongoing Business:

a) Update – Action items from September 18, 2008

- The letter to Dr. Charles Pascal has gone. It has also been shared with the Kenora Best Start Network.

## b) Committee Reports:

**Communications Committee** –Leanne had sent all of our BSN members criteria for the award of the Best Start Partner Decal, application form, and a sample letter for successful applicants as well as a proof of the decal.

Leanne informed the group that the Kenora BSN will be meeting the last week of November and she will be bringing this information forward to them.

Some suggestions for improving the wording of the documents were brought forward:

- In the letter to partners, in the 3<sup>rd</sup> paragraph, change a “Best Start...” to read “**The Best Start for ALL Children**”.
- “**prominent visible location**” to be added to page 2 of the criteria page.

The Network felt the letter to successful applicants should be signed off by the BSN Chair. The Communications Committee will though review the applications as received and make recommendations to the Chair in consultation with the Chair of the Recruiting Partners Committee.

The Network agreed with the purchase of a 1000 decals to share with the Kenora Network should they agree to split the costs. Successful applicants will receive the decals for free.

The Network were also presented with the proofs of the Best Start Network, Child Care and Partner logos and made the following decisions:

- The letters in the words “Network”, “Child Care” and “Partner” need to match up with words “Best Start” in the logo
- Font size needs to match the one used in the words “Best Start”
- Colours will be consistent with those used for the hub signage items even though they are off a bit from the original version

The membership of the committee was reviewed and it was determined having an Aboriginal representative would be helpful. Judith Lindholm volunteered for this as a consultant to the committee.

The committee will be meeting to discuss it plans for the year ahead and share their ideas with the Network for their input. At this point they feel the time has come to start promoting the Best Start Initiative as a whole. In the past year a lot was done in developing communication materials for the Best Start Hubs that opened.

Leanne shared that the rough draft of the BS Newsletter is ready and will forward this to our members to reviews and approve.

**Recruiting Partners Committee** – Ann reported briefly on three projects from this year: Transition Plan, ECE/Kindergarten Exchange and the Summer Celebration. Ann also spoke of the need to meet and establish a process of how to apply for the ECE/Kindergarten Exchange. The Transition Plan was only done in the Rainy River District Best Start Network. The plan will now need to go to school boards for approval as a procedure. Ann will send a copy to all BSN members.

c) **Financial Update** – Mildred reported that as of November 6, 2008, there is \$12 600.00 in our current year's balance. This needs to be expended by the end of 2008. Money to cover our 4 participants' attendance at the December 12 Provincial BSN meeting in Toronto will come from this amount. Also, based on Leanne's previous request approximately \$500 to \$800 will be required for the hub paper stock. As well the Network Banner will cost approximately \$225.00. Leanne will have a better idea of the exact amount by the end of the month.

d) **Ministry Update** – Sandra provided the following information:

- Congratulations to the Network for all of the great work that has been done.
- There is a provincial review of the **Infant Development Program**. This will occur over the next few months. A request for proposals has gone out as the Ministry will be hiring externally to manage the review. The corporate office is finalizing the contract and then the next steps will be announced. The Ministry's intention is to continue the program. There will perhaps be some changes to policy or additions of new policies.
- Work plans and updates of all BSN across the province will be sent to all other networks. There are 311 hubs across Ontario, 30 of which are francophone hubs and 22 are aboriginal hubs. 53 of the 311 are from the Northern Region. All work plans are reflective of individual communities.
- There is a **Provincial Best Start Network Mtg** being planned in Toronto (at the **Mars Centre** at 101 College Street). The date is **Dec. 12, 2008**. 4 representatives from each hub may attend. The website link will be sent to the BSN Chairs. Participants can register directly. A block of rooms will be set aside and held at a conference rate for participants. Each BSN will have to pay some of the costs incurred for the conference. Each participant will be allocated \$500 to cover some of the costs associated with the conference. The rest of the expenses will come out of our network's planning dollars.

e) **Hub Update** - Leanne

The UNFC has agreed to come on board as the Best Start Aboriginal Hub. Leanne will make a presentation tomorrow morning to all staff. She is hopeful an opening date for the New Year will also be decided.

Leanne gave a brief update for the hub in Rainy River. The Sears building has just been purchased. November 12, 2008 is the closing date for renovation tenders. Bids in the past have been well over the budget allotted.

RRDSSAB will assist the group with developing an action plan when the bid is awarded this round. Finding contractors to come in within the budget is a definite challenge in our area. As per our July 20, 2007 minutes, our BSN has \$20 847.00 in reserves. We are all in favour of using this money to supplement the RR Hub's costs. Mildred will make arrangements with Donna to inform Sandra Russell of the amount of funds in reserve that this group will require based on the result of the latest bids.

#### **f) Coalition Updates/Reports**

**6. Chair Selection:** Carolyn Skirten and Deb Cousineau have agreed to be co-chairs. Donna will develop rotation schedule for taking minutes.

#### **7. Representation for Provincial Best Start Meeting – December 12, 2008**

It was decided that Ann, Deb and Carolyn would attend the meeting. Mildred may also attend.

#### **8. Summer Celebration 2009**

Discussions occurred around potential dates for the next Summer Celebration. Pd days are not good for the daycares as these are their busiest times and they cannot close their doors. The last 2 years, more ECE participants than teachers attended. Saturday would be a preferable date. It was decided that the next ECE/Kindergarten celebration occur in February of 2010. This will give the community enough time to plan. Ann will develop a survey and bring it to the next meeting.

#### **9. Network Evaluation - Donna**

Donna brought to everyone's attention that as a Network we planned to start evaluating our activities. Leanne reported the resources of the Data Analysis Coordinators (DACs) would be available to assist with this. Currently discussions are underway with the DACs across the Northern region about Network evaluation. Later on the DACs will also assist the Local Service System Management Tables with this type of work as well. Leanne will provide the Network with an update at the next meeting.

#### **10. 18-Month Well Baby Strategy – Donna**

The original vision of BS included this initiative. The idea was to get the 18-month Well Baby Strategy into the North and in the province. A survey was sent to Donna. Donna shared her responses with the group.

"Getting It Started at 18 Months and Making It Right for A Lifetime" was released in September 2005. Copies were given to all of our BSN members.

#### **11. Understanding the Early Years Conference – Leanne**

The 3 year research project is coming to an end. The reports will be sent out but there will be a one day conference to share the findings. The organizing committee is trying to arrange for Dr. Jean Clinter to be the keynote speaker. The conference will take place in Dryden (central location). Community coalitions and both networks will be invited. Leanne had previously

requested some funding to assist (\$2500-\$3500). Additional funds will also be requested from the Kenora BSN. The conference will take place sometime between the first week in February and the 2<sup>nd</sup> week in March 2009. The registration packages will be sent out in January.

The entire group was in favour of allocating \$3500 for this one day conference.

#### **12. Report on "Towards a Roadmap for PS Children in BC" webcast – Leanne**

Leanne participated in the webcast. Different research studies were discussed and full day vs. half day kindergarten was presented. Leanne will forward us the information from the webcast once it is made available.

#### **13. Information/Correspondence – Mildred**

- a) Mildred received an email from the Kenora DSSAB in regards to Aboriginal Resource Kits. She distributed a copy of the email to all BSN members.
- b) Sharon Preston, ETFO President, sent a letter expressing her desire to remove herself from the BSN. She is extremely busy and does not feel she can commit to the network.
- c) The Rainy River BSN has yet to receive any confirmation of receipt of our group's letter to Dr. Charles Pascal. Mildred will post a copy of our letter to Dr. Pascal on the BSN website/RRDSSAB.
- d) Donna sent letters to the coalition representatives (Miranda Sigurdson, "Coming Together For Kids" and Tammy Fakeys, "Atikokan Next Generation") thanking them for agreeing to be advisory to our BSN.

#### **14. Other Business - NONE**

**15. Next Meeting Date** – February 5, 2009. 10:00 a.m. – 3:00 p.m. at the NWHU

#### **16. Future Meeting Dates**

- February 5, 2009
- April 2, 2009
- June 4, 2009

#### **17. Meeting Adjournment**