# Children's Environmental Health Partnership
## Meeting Minutes
*September 5, 2001*
*1:30 – 4:30 pm*

Attending: Kathy Cooper, Tonya Surman, Ann Philips, Kapil Khatter, Loren Vanderlinden, Sandra Schwartz, Dorothy Goldin-Rosenberg, Maria Lee

Regrets: Don Houston, Barbara McElgunn

1. Welcome and agenda review

2. Events and announcements
    a. Sandra Steingrabber is coming to Innis College to launch the book on Monday, November 19th.
    b. Children's Health and Environment film is interested in exploring further partnerships with organizations.
    c. There is $2,000 to deliver the train-the-trainer workshop based on the *Children's Environmental Health Study*. This should be built into our overall fundraising effort. SRCHC got some funding to do some train-the-trainer for a pre-natal group. This also links in with a CAPE slide presentation that Loren is working on. Could there possibly be a link? Perhaps this warrants another meeting.
    d. Stephan Huddard is the new E.D. of the Troubadour Institute.

3. Funder updates and follow-up
    a. Laidlaw – received $10,000 from Laidlaw to do partnership development. They will pay for some additional meeting costs and some travel. We need to confirm that they are willing to cover some transportation costs. They are also willing to facilitate and would like to be involved in the process.

    b. Trillium Foundation – received $25,000 to do partnership development, technical assessment and several related items. There was a conversation with Nula Doherty of Trillium on Sept 5'01 to clarify the Inventory Development component of the letter from Trillium. Laidlaw and Trillium felt that we had taken on too much too soon. It was Trilliums intention that the CEHP focus on compiling the partnership information required to better assess where we are as a group so that we are better able to move forward. The inventory should assess the work of the various partners. What we can share immediately with one another, what we are doing. The Inventory Development line item is money going towards the overall project development.

    From this information, CEHP has decided to do the following with regard to Trillium:

    i. Have good minutes of the conversation with Nula and our decisions with regard to the Inventory.

    ii. *Develop and provide a detailed summary of activities for the Development phase of the project.*

    iii. *Send a confirmation of activities to all of the funders.*

    iv. *Have the signatures done over the next week. Kapil will get CELA signature, then Ann, then Loren, Trevor will be final and get it returned to SRCHC.*

c. Voluntary Sector Initiative – CICH, on behalf of the network and partnership, have submitted a $700,000 proposal to VSI – Environment Canada for the development of a CEH partnership. Brian Hobbs has clarified that the proposal was good. He liked the project description. There were 30 submissions in total and only 5 will go to Privy Council. The deputy minister must approve all of these. Everyone things that it looks good but we won't know until later in the fall.

As a note, it is the intention of the group, that all of the partnership development work will lead into further fundraising for the activities of the partners and the partnership.

4. Timelines for other funders

    a. CLN Proposal – given the VSI proposal, development a better partnership with CCCF to focus on technology seems like a good idea. As such:

        i. *Tonya will speak to CCCF about being a big player in CLN proposal*

        ii. CELA has already agreed to submit this proposal. Should CCCF be the organization submitting an application to CLN? We should investigate whether they are interested in taking the lead.

        iii. They have a lot of experience with web-based communities. They distribute materials to a vast range of people across Canada and this will be important to the project in the long run.

        iv. Sandy Griffin is the E.D. and we should speak to them about their involvement. Barb Coyle, Communications Director would probably be the lead writer with Tonya.

        v. Should submit this proposal a.s.a.p.

    b. V@O - Voluntary Action Online – perhaps CCCF is interested in this proposal too. We may not meet their deadline. We are not sure whether the program will continue after March 2002.

    c. Trillium – next deadline is May 15'02. If we intend to reapply, which we do, we will need to complete this project and all of the related reports well before the application date.

d. CHEER – Canadian Health and Environment Education and Research Foundation. CHEER is the charitable arm of CAPE. It would make sense for this group to become a lead on one of these proposals soon.

e. Pollution Probe would also like to take some leads on funding opportunities. CELA also has some concerns about its availability to take on large projects.

f. McConnell Foundation might a really good funder for this. Toronto Community Foundation might also fund the development phase.

5. Funder deliverables
   a. Project management & fundraising is problematic.
   b. Not enough money for technical deliverables. Applying to CLN may alleviate this problem.

6. Activities to be delivered and expected outcomes
   There was extensive discussion about the order and type of meetings that we will need to have over the next 4 months in order to undertake the partnership development. Here is what we agreed:

   ❑ We cannot expand the group until the Steering Committee has done a lot of the groundwork for the partnership.
   ❑ Our approach should be to build on the work already done by various groups.
   ❑ There is recognition that senior staff will need to be involved at key times, but that we don't want to overwhelm them.
   ❑ There will need to be sub-group meetings in order to address various deliverables. These are working groups that will report back to the Steering Committee and the larger partnership group.
   ❑ There will need to be at least two meetings of the larger partnership group, although what larger means is still a little unclear.

   We agreed on the following actions:

❖ Activities Inventory – Using the work of CICH as a base, Ann Philips of the SRCHC will build on previous work, liaise with other partners and ultimately develop the Activities Inventory for the partnership. This is a key Trillium deliverable.

❖ Partnership Models – The Steering Committee will meet on September 19th to develop a range of partnership models that seem viable for this project. We agreed that activities, governance and partnership are inter-related. We need to keep the group relatively small until we have some agreement on the model and some general activities.

➢ *Sandra will bring the collaborative theory materials that she has.*

> ➤ *Ideally, Sandra, Don, Barb and someone from CCCF will attend in person.*
> ➤ *Tonya will prepare a list of partnership models as a foundation piece for this discussion. Everyone will bring a range of governance models (coalition, network, partnership)*

❖ Partnership Meeting – This expanded partnership meeting would involve representatives from all of the major prospective partners. There were some concerns about what we want out of the partnership. How many organizations can we involve at this time? This is the initial list:

- ❑ SRCHC
- ❑ CICH
- ❑ CELA
- ❑ CAPE
- ❑ EPO

- ❑ Pollution Probe
- ❑ CCCF
- ❑ Learning Disabilities
- ❑ WHEN
- ❑ Troubadour Institute

We would ask if Laidlaw were willing to host this larger event, probably sometime in October.

❖ Technical Survey Preparation – The Commons Group will be hired to undertake the Technical Survey. A proposal will be prepared by The Commons Group providing a process that will work within the budget and that will be able to feed into the CLN proposed deliverables.

❖ Meeting Schedule – *Tonya will prepare a draft list of meetings and a schedule for consideration by the group.*

7. Budget Discussions
   The following was approved in principle, however, the budget details will need to be finalized by CELA and SRCHC as they will be holding the contracts.

| Item | Total | Allocation |
|---|---|---|
| Activities Inventory | $ 5,000 | Ann - SRCHC |
| Technical Survey | $ 4,000 | Mark – CG |
| Participation | $ 2,000 | Kapil - CAPE |
| Participation | $ 1,000 | Lisa - CELA |
| Project Mgmt – Sept-Dec'01 | $ 12,000 | Tonya – CG |
| Travel & Long Distance | $ 2,000 | SRCHC |
| Meetings | $ 500 | SRCHC |
| Post January | $ 5,000 | Mark – CG |
| Administration – CELA | $ 1,000 | CELA |
| Administration – SRCHC | $ 2,500 | SRCHC |
| | | |
| **Total** | **$ 35,000** | |

8. Communications
   It was agreed that the partnership would create four e-mail lists with the following members:

   a. Senior staff & ED list – This list will created for occasional updates to the senior staff of the partners organizations in order to keep them in the loop and to highlight key organizational decisions that they need to make. *Tonya will send around an e-mail to find out who should be on the senior staff mailing list from each organization.*

   b. Steering Committee list – This list will include all of the members of the Steering Committee and will exist for general coordination and communication.

   c. Partners list – The partners list will include all people who are directly involved with the project in some way. We will provide regular updates to this list giving them an update on where the project is at, upcoming meetings, etc…We need to start compiling a list of key people that we want to engage in discussion.

   d. General CEHP list – This will be a much broader mailing list which will include those people that we think would be interested in staying abreast of our activities. We will collect the e-mail addresses of such folks and create the list later.

   *Tonya will create the mailing lists needed to facilitate this communication.*

9. Relationship with The Commons Group (in camera)
   , A decision was made to hire Tonya Surman of The Commons Group to undertake partnership development and project management for the period Sept – Dec.2001. A meeting will be held to discuss the budget in more detail and Tonya's contract on September 12th, 2001 with Kathy, Ann and representatives from each of the lead organizations.

# CEHP Meeting Schedule

## Proposed schedule of meetings for Sept – Dec 2001

Note: After the discussion this week, I thought that organizing the discussion by themes may help us stay on topic and be prepared for each meeting. The schedule was designed so that if you wanted to attend every meeting, you can, but that you can opt out of entire streams if desired.

Some questions: do we have all of the major issues covered by these themes? Are there too many or not enough meetings for each? (Keep in mind that if a sub-group wants to meet more, they can, but it would have to fit into our overall schedule.) Is this too much?

**Steering Committee Stream**
> September 5th – Planning Meeting
> September 19th – Contracts and Agreements
> October 24th – Planning
> November 28th – Presentation of sub-groups and synthesis

**Expanded Partnership Group (All to attend, especially senior staff)**
> October 17th – All Partners Meeting – Vision, Mission, Activities and Partnership
> December 5th - Presentation of Recommendations to Partners

**Partnership Stream (aimed at experienced partnership builders)**
> September 19th - Partnership Models Meeting (SC)
> October 31st – Partnership sub-group meeting

**Activities Stream (aimed at Program Staff)**
> October 10th - Activities Meeting
> November 7th - Activities Meeting and Recommendations Development

**Technical Meeting (aimed at Technical Staff)**
> November 14th - Technical Findings & Recommendations Meeting

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Meetings (Wednesday afternoons – 1:30-4:30)

> September 5th – Planning Meeting – Steering Committee
> September 12th
> September 19th – Contracts and Agreements - Steering Committee
> September 19th - Partnership Models Meeting (SC)
> September 26th
> October 3rd
> October 10th - Activities Meeting
> October 17th – All Partners Meeting – Vision & Mission
> October 24th – Planning - Steering Committee
> October 31st – Partnership sub-group meeting
> November 7th - Activities Meeting and Recommendations Development
> November 14th - Technical Findings & Recommendations Meeting
> November 21st
> November 28th – Presentation of sub-groups and synthesis - Steering Committee
> December 5th - Presentation of Recommendations to All Partners
> December 12th – Last emergency meeting if necessary