


Attendees: Laura Meffen (chair), Lexi Tokhi, Heather Oliver, Amina Aumeer, Kim Hesketh, Michelle Woodward, Valeriya Demydenko, Amy Neller

Item	Lead	Outcome	Action
Introduction/ Agenda and Notes Review	Laura	Agenda and notes approved by Michelle and seconded by Lexi.	
Communications Update and Annual Report discussion	Heather	<p>Heather provided an update that CTN’s annual report is underway and FAC will have opportunity to be involved to review the draft, provide feedback and stories or quotes. A draft should be available around April.</p> <p>The strategic plan survey has been finalized and is available in 5 languages. Communications is putting together a launch plan and FAC members should see it in inboxes in the next 10-days. In addition, within the next two weeks information will be emailed for anyone interested in joining a focus group that will include an honorarium to help with the strategic plan.</p> <p>Heather shared a sneak peek at CTN branded images for awareness days and holidays to be shared on the CTN social media platforms. Heather invited the members to provide feedback.</p> <p>Feedback:</p> <ul style="list-style-type: none"> • Looks good; like that the disabilities are not always represented by a wheelchair in the images. • Suggest that the girl in the wheelchair with the hijab have her arms covered as well. • Suggest adding a range of ages to the images, including babies and older youth as well. • Suggesting making the CTN logo more prominent when sharing outside of CTN’s social media. • Suggest adding a description under the images for those who are visually impaired. Heather agreed adding descriptions to all our images across the board and consistently is a goal. It was suggested that perhaps youths looking for their 	

		<p>volunteer hours could help take this on and Heather will be looking into it and will reach out to Lexi and Amina.</p> <p>Heather will take the feedback gathered today and will bring revisions and finals to the next meeting.</p>	<p>Action: Heather will reach out to Lexi and Amina in future when looking at adding descriptions to images for those who are visually impaired.</p> <p>Action: Heather will take back feedback on the awareness days images and then present revised versions next meeting.</p>
Org Chart Review	Kim	<p>Kim reviewed the org chart with the members. See below deck.</p>  <p>15-02-22 CTN_ORG_Chart - Ov</p> <p>Comments:</p> <ul style="list-style-type: none"> • Highlights how CTN is expanding and growing. • Nice to see the full picture, not just the doers at the front line. 	
Pandemic Updates	Kim	<p>Kim provided an update as things start to open and providers will be able to do more in person. In-person events are being discussed and the LTF team is putting together a risk management proposal to resume in-person events as soon as March Break. Kim will share as soon as further information or updates are available.</p> <p>Comments/Questions:</p> <p>Q: How are staff feeling about meeting with clients in-person?</p> <p>A: We are getting a push from providers that they want to see in-person.</p>	
Successes and Challenges	Laura	<p>Congratulations to Laura and Michelle, nominated for Ontario Volunteer award for 5-year service. Hopeful to have the recognition ceremony in coming weeks.</p>	

		<p>Laura invited members to share with each other how they're doing. Members shared their recent experiences.</p> <p>Happy Family Day and Black History Month.</p>	
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Next Meeting: March 17, 2022, from 6:30pm-8:30pm via Zoom – St. Patti's day.