

Minutes – Staff Meeting
April 3, 2019
George Street – Training Room

1. **Welcome:** Casey, Chair welcomed everyone and called the meeting to order.
2. **Agenda Items:** reviewed with no changes.
3. **Social Committee:** Anne Beach explained there are a total of 4 reps on the committee, 2 from each location – Andrea and Sandy from George Street and Annie and Anna from Reid Street. There will be a supply of cards for life events at each location. There is some money in the social fund for life events with a cap of \$50.00 so please connect with a rep to approve any purchases. The committee plans two events per year, a staff luncheon in February and a staff picnic in June. This year's picnic will be held on June 13th with further details to follow. The social fund is funded through payroll deductions from each staff member.
4. **Agency Change – Input:** Casey had met with Matthew Asser, our placement student at Reid Street to discuss steps to deal with change - engagement, explanation, expectations - clarify what this means for me and how does this affect me? Staff discussion in small groups, notes as follows:

- New programs uncertainty with timelines
- Might not fit the same way, different working styles changes the way others do their jobs
- Resources, people leaving might be the go to person – experience gone

Casey sent out an email out with the staff names and their start dates.

5. Updates

- **Agency:** we currently have two Executive Directors with Casey's last day being Thursday, April 11th. Jason is officially gone and the agency will not be replacing him right away. Kirsten will be reviewing that position and is hoping to have someone in place by September.
 - Juke Box Mania – Hanah has volunteered to coordinate the volunteers for us this year. There have been 51 tables sold so far and Lisa Dixon is coordinating the food for the event. Carey Walker and Catherine Hanrahan will continue as DJ and MC. This year's goal is \$40,000 net. Kimberly is keeping track of volunteers so let her know if you want to help. We will have 10 runners from the Running Room. Kirsten was on Fresh Radio this morning to promote Juke Box Mania and will be on CHEX next Thursday, April 11th.
 - The Budget has been approved by the Board at the Board meeting on March 28th.
 - The Operational Plan 2019 and the Operational Plan Achievements 2018 are in the process of being completed to present to the Board.

- The Annual General Meeting details will be announced soon, they are in the process of getting a speaker on housing related issues as it is the 30th anniversary of Housing Resource Centre.
- **Programs**
 - PC: Matthew Asser will be finishing his placement on April 17th and one week later will join us as an intern. The program now has a debit card machine and a texting cell phone for texting clients. Anna and Annie will be facilitating the Choices & Changes group. Scott will be facilitating the Caring for the Caregiver group. Makayla Ellis will be finished her placement on April 12th. Makayla Chartrand will be completing her placement on Friday, April 5th. Peter has begun the single session counselling.

6. Upcoming

- **Training:** The Board/Staff session will be held on Wednesday, June 5th during the normal staff meeting time (3:00 to 4:30 p.m.). This training will be facilitated by Gender Journeys.
- **Picnic:** Thursday, June 13th, details to follow.

7. **Next Staff Meeting:** May 1st with a speaker from Community Care.
Set-up and snacks – Kirsten Armbrust