

**Record of Decision**
**Management Committee WebEx Meeting**
**June 5 2020**

 **Chair: John Cummings (PE)**

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| **Participants:**  | **Jurisdiction**  |
| Stephen SmithCassandra Sullivan (SHCC) | BC  |
| Jeff Bath for Cheryl Przybilla | AB  |
| Flo WoodsJillian Code | SK  |
| Vicki Toews | MB  |
| Vena PersaudJennifer Munro-Galloway (SHCC)  | ON  |
| Sylvia Reentovich for Julie Mason/Chris Treadwell | NB  |
| Steve MachatJennifer Heatley  | NS  |
| John Cummings  | PE  |
| Aisling GoganBrian Evans | NL  |
|  | NU |
| Sabrina Broadhead | NT  |
| Liza Manolis | YT  |
| Sally ScottAdrian PugaSuzy Wong (SHCC) | PHAC  |
| **School Health Coordinators’ Committee**  |
| Sterling Carruthers  | Co-Chair  |
| **Secretariat**  |
| Susan Hornby |  |
| Craig Watson |  |



Record of Decision

1. Welcome and Roll Call

John welcomed all to the call.

1. Review and Approval of Agenda

The agenda was approved as written.

1. Mandate Renewal: Update

 Jurisdictional Approval

Deputy Ministers’ commitments to the next mandate have been received by nine (9) jurisdictions on the education side, and seven (7) jurisdictions on the health/wellness side. PEI is waiting for approvals from the following: BC (Education), Yukon (Education), Ontario (Health), Newfoundland and Labrador (Health/Wellness), Northwest Territories (Education & Health), and Nunavut (Education and Health).

1. Identification of Outstanding Issues

Secretariat

The current Secretariat structure has Susan Hornby as Senior Advisor and lead and Craig Watson as Research Analyst. The roles and responsibilities for this new iteration of the Secretariat have not been provided yet by the Management Committee.

Surplus

The disbursement of the surplus funding will be part of the post-Agreement signing process. Each jurisdiction has the option to have its share of the surplus used to offset annual membership fees or returned directly to the province/territory.

1. Final Decision Process

Agreement

Decision:
Despite not having Deputy Ministers’ approvals from all jurisdictions, Management Committee agrees to send out the formal Agreement for Ministers’ signatures.

Decision:

The Agreement will be sent to the Management Committee representative(s) in each jurisdiction.

Action:
John will send out the Draft Agreement to all jurisdictions for signatures before the end of the month, after receiving approval from the province to enter into the agreement.

Action:

Invoices for this fiscal year’s membership fees will be sent to jurisdictions once the Agreements have been signed.

1. Annual Work Plan 2020-2021

The Task Group has been developing a draft annual work plan 2020-2021 since March, through a number of meetings and emails. The latest version includes a column to show responsibility lead(s) and a column to show timelines; these last pieces will be developed in the next phase of the group’s meetings. Most recently, an Executive Summary has been developed by the Task Group, as a companion piece to the work plan.

Decision:

The Management Committee will review, provide feedback, and approve the work plan and executive summary via an email process.

Action:

The Task Group will begin work on timelines and responsibilities for the work plan.

Action:

The Management Committee will review the work plan documents, with a 2-week turnaround for feedback.

1. Next Meeting

There has not been a date set for next meeting.

1. Adjournment