



KINGSTON FRONTENAC
Anti-Violence Coordinating Committee
working together to decrease domestic and sexual violence

KFACC Membership Meeting

Thursday January 11, 2018, 9:00 AM – 10:30 AM
The Community Room, Kingston Police Headquarters
705 Division St, Kingston, ON.

MINUTES

Attendees:

Donna Forster, Antje McNeely, Kim Irvine-Albano, Michele Arsenault, Margot Coulter, Brea Hutchinson, Jean Quinn, Terri Kennedy, Kim Graham, Elayne Furoy, Julie Vanden Akker, Jane Lewis, Gaitree Oogarah, Kathy Thompson

Regrets:

Pam Havery, Sarah Hynes, Katie Clarke, Sharon Ash, Kathy Reid, Kathy Brunelle, Barbara Hough, Michelle Zigman, Elizabeth Stevenson, Shane Wannamaker, Sgt. Moore, Lousanne Rode, Kelly Rathwell, Kathy Cabral, Julie Parent, Kevin Raison, Colleen Fairholme, Debbie Klassen, Lisa Fox,

1. Welcome and Introductions: *Donna Forster, ED Resolve, Co-Chair KFACC*

Antje McNeeley, Deputy Chief, Kingston Police

2. Approval of Agenda

- Approved with no changes

3. Approval of Minutes from December 7, 2017

- Approved with no changes

4. Call for Conflicts of Interest / Respectful Communication

- No conflicts announced

5. Action Items from December 7, 2017 Meeting

5. A. ARAO Training

- A teleconference has been set up with Beth Jordon on January 31, 2018 with Donna, Kim and Brea to set out what the training would look like and determine the budget and scope
- Money is left in the 2017/2018 budget
 - Consensus: put it as a deposit towards the Beth Jordon ARAO training before year end to balance out
- **Brea will complete the Victim's Week funding application** and the funding will go

towards the Beth Jordon training

5. B. Workgroup Terms of Reference (TOR) and Budget Planning

- Anna to send out the guidelines for our Workgroups for the 2018/2019 fiscal period that are required by MCSS for KFACC to meet requirements going forward.
- Administrative Group TOR reviewed – Anna to make edits and send out to Membership

5. C. Community and Survivor Members on the Administrative Group

- At this time Jean, Chair of KAVAC, feels their focus is better spent at the grassroots level than in an administrative role

5. D. Social Media Training

- Brea will look at the costs and a potential timeline for May/June 2018
- Anna to send Brea the social media survey from the Communication & Media Workgroup

6. Increased Administrative Support Role

- Hours increased to 38 per month
 - Admin support, setup and attendance for Membership meetings
 - Admin support and attendance to Administrative Group meetings (with date restrictions)
 - Admin support and attendance for Communication and Media Workgroup (with date restrictions)
 - *Available to assist Workgroups with Admin support on projects within available hours i.e. implement content changes for the online training modules for the Protocol Workgroup
 - Oversee communication with all KFACC Workgroups re: Workplans, Budget Plans, Agendas/Minutes and Workgroup Updates
 - KFACC account management under Administrative Group direction
 - Email/communication management
 - KFACC website content management
 - Event management/registration and attendance as needed (with date restrictions)
 - KFACC social media management
 - Newsletter, flyer, documents etc.... formatting and distribution

7. Workgroup Update

- **Safety Planning Workgroup**
 - ⇒ Are 18 months in and are developing a safety plan that can travel with the victim and be used by different Agencies.
 - ⇒ Have reviewed different plans across the Province and Agencies and concluded that the CLEO plan best fits KFL&A's needs; they are reviewing it and identifying gaps specific to our community.
 - ⇒ Have developed a Checklist with 39 questions that can be used by any Agency.

The Checklist is completed and the next steps will be reviewed at their next meeting i.e. assess for user friendliness, conduct Agency reviews etc.

- They will send Jean a copy of the Checklist to review

⇒ Have developed a waiver that the victim can sign that will allow for the transfer of information between the Agencies

⇒ Next steps for the Workgroup:

⇒ Decide where to put their budget dollars – Checklist training or Booklet printing

- **Diversity Workgroup**

⇒ Have only met twice, but will be meeting at the end of January

⇒ Main first focus is ARAO

⇒ Have been in touch with the coordinator at OAITH to see if they can adapt some of OAITH's training material and develop more generalized information for KFACC

- **Communication & Media Workgroup**

⇒ Donna is stepping down as Chair and they will be choosing a new Chair at the next meeting

- **Public Education & Advocacy Workgroup**

⇒ Human Trafficking Knowledge Exchange set up for January 31st 2018 from 830am to Noon at KCHC, 263 Weller Ave., Kingston. With a panel first followed by discussion

⇒ The Response Tree is in its final draft

- **Protocol Workgroup**

⇒ No updates at this time

- **KAVAC**

⇒ Holding a recruitment day on January 27, 2018 at KPF

- **Administrative Workgroup**

⇒ Donna is stepping down as Chair and away from KFACC

⇒ Margot is stepping down as Co-Chair but remaining on the Administrative Group

⇒ Antje and Kim will Co-Chair, as of February 2018, on a rotating basis

⇒ Kim will oversee KFACC's financials

7. Community Updates

9. Next Meeting

Thursday February 1, 2018 @ 9:00AM - 10:30AM

Kingston Police Force Headquarters in the Community Room,

705 Division St, Kingston, ON