

**Tri-Cities Local Immigration Partnership
First Council Meeting Minutes**

Date: June 6, 2014

Time: 9:30 am-11:30 am

Location: Tri-Cities S.U.C.C.E.S.S. Office (Room 13-15)

Chair: Sandra Wilking, S.U.C.C.E.S.S.

Facilitated By: PEERS

Attendees: Sandra Wilking, Martin Wyant, Todd Gnissios, Jennifer Henderson, Parneet Hara, Kathy Sherrell, Sgt. Barb Thornborough, Krisztine Trumbley, Tanya Valois, Jody Johnson, Trevor Van Eerden, Ann Jones, Zelda Shum

Regrets: Tony Ciulla, Pat Dawson, Glenn Pollock, Cathy Van Poorten, Lynne Russell, Richard Stewart, Lois Taylor, Brad Watson, Linda Western

Minutes:

Time	Topics	Discussion/Actions
9:30 – 9:33	Welcome and introduction of the Project Team	Sandra welcomed everyone and led a roundtable of introductions.
9:33 – 9:35	Adoption of Agenda	Agenda adopted as presented.
9:35 – 9:40	Summary presentation of the LIP’s key activities and deliverables	Sandra provided a background of Ann’s role, highlighting that Ann works for the Council but her position is administered by S.U.C.C.E.S.S. Ann Jones gave a brief presentation covering LIP’s key activities over the next 2 years as per the timeline sent out previously with the Agenda.
9:40 – 10:00	Review Terms of Reference	Trevor and Jody led the Terms of Reference discussion and the following decisions were made by the Council members: <ul style="list-style-type: none"> ▪ Terms of Reference is a CIC deliverable and is due to CIC on or before October 15th, 2014. ▪ Reference to the Tri-Cities Welcoming Communities Advisory will be removed in order to recognize a longer history of the work that has been done by other newcomer-serving agencies and consortiums in the Tri-Cities.

		<ul style="list-style-type: none"> ▪ The number of TCLIP members should be capped at 15. ▪ 4.2.5 will be deleted: the role of the project’s consultants (PEERS) is removed in order to create a document that can be used in the future regardless of the funding term. ▪ Quorum for a Council meeting would be two thirds of members of the total Council members i.e. 10 members out of 15 Council members. ▪ Council members could appoint a designate who would attend and represent their organization in their absence. <p>Action: Ann will work with the project team to redraft the Terms of Reference incorporating the new changes and collect further feedback.</p>
<p>10:00 – 10:20</p>	<p>Membership a. Current: formalizing commitment of the Council b. Identifying membership gaps c. Co-Chair discussion</p>	<ul style="list-style-type: none"> a. Council members agreed that they do not need to sign a formal document indicating their commitment. b. Formation of a Membership Working Group to discuss gaps in sectorial representation on Council, including an assessment of current membership. Martin, Sandra, Trevor and Jody will form the Membership Working Group. c. SHARE and S.U.C.C.E.S.S. would be the two co-chairs for the two-year funding term. This consensus decision will be reflected in the revised Terms of Reference.
<p>10:20 – 10:30</p>	<p>Communication a. Logo b. Brochure c. Website</p>	<ul style="list-style-type: none"> a. The TCWCA logo will be used but with the abbreviation TCLIP instead of the TCWCA. b. A Communications Working Group is established to finalize the branding of the TCLIP and web design: Members include Todd, Krisztine, Trevor & Jody.

<p>10:30 – 11:20</p>	<p>Review research priorities</p>	<ul style="list-style-type: none"> ▪ The LIP research budget is 24K per year. ▪ Jody reviewed the Community needs and research proprieties which were previously identified by the TCWCA and suggested these findings be used as a starting point in choosing the 2 research priorities. ▪ A Research Working Group was form to fully explore research areas and identify the framework and methodology. The research working group will begin this initial process shortly in order to prepare for the upcoming research which starts in September 2014. ▪ The Research Working Group will include Parneet Hara, Jennifer Henderson, Kathy Sherrell, Martin Wyant, Sandra Wilking, PEERS and the TCLIP Secretariat.
<p>11:20 – 11:25</p>	<p>Next Council meeting schedule</p>	<p>Next Council Meeting will be late September.</p> <p>Action: Ann will send out a Doodle poll to determine which day of the week and time period works best for all.</p>
<p>11:25 – 11:30</p>	<p>Other Business</p>	<p>None</p>
<p>11:30</p>	<p>Meeting Adjourned</p>	<p>Sandra adjourned the meeting and thanked everyone for coming.</p>