

# **DSSIG**

## **Meeting Minutes**

February 23, 2016  
1:00-3:00

Present	Regrets	Absent
Mark Benner	Tabitha H	Beth Wilson
Troy Calaezzi		NancyThomas
JoAnne Nugent		Kevin Chau
Karis Sylvester		Fadzai Chimbari
Lynn Perry		Josephine Ayeni
Alexis Bilya		Sonia Awad
Beth Triolet		
Cynthia Castelluci		
Tiffany Stones		
Fely Clarke		
Gillian Seguin		

Meeting called to Order at 1310hrs by Chair Gillian Seguin

Roll Call completed by Gillian Seguin

- Welcome to Alexis Bilya and Tiffany Stones, two students from Fanshawe College.
- Committee informed that both Monique Howard and Rimon Shalash have resigned from the committee.

Reviewed January 12, 2016 Minutes

Approved by JoAnne Nugent and seconded by Gillian Seguin

All in favour - carried

Open Business:

### 1.0 April 8, 2016 4<sup>th</sup> Annual Direct Support Professional Conference

- 1.1 Discussion was held to provide a more in-depth information flyer to better grab the attention of ED's and Direct Support Professionals. Should include the 5 W's. More clear on the Vision, Mission and Values of the group for everyone to better understand the importance.
- 1.2 Flyer to be sent to DSW College Coordinators, RSA and Jen at OADD. DSSIG will request that the flyer be sent to each of their contacts.
- 1.3 Discussion was held about the price of the conference. Agencies are cautious on how Professional Development funds are spent. Beneficial if DSP's learn something that can be brought back to share/teach the agency.

1.4 Discussion around asking Community Living Windsor to present “Community Circle” that was presented at the HR Strategy Forum, discussion also included “Core Competencies” skill building. Discussion that Core Competencies are not tied to all agencies. Discussion to include “Behavioural Based Interview” techniques.

1.5 Conference discussion topic –

1.5.1 “What’s the benefit to the employer?” Personal and Professional Growth...

1.5.2 Association and how it relates to Core Competencies

1.5.3 Where are YOU at with your Core Competencies?

1.5.4 Business Plan and Needs Analysis

1.6 Need to create “questions” during the conference. Use of “polling system” during presentations, (polleverywhere.com). These questions and answers will be collected to assist the committee with moving forward.

1.7 Gillian and Troy will create information flyer and send to committee for review. Once approved by the committee this flyer will be sent out to market the conference.

1.8 Title for the Day – Professional Association..what’s in it for ME?

1.8.1 How will this set you apart from others?

1.8.2 How will this benefit members?

1.8.3 How will this make you stand out and learn new skills?

1.9 Conference Outline

What are the benefits of a Professional Association?

How does it relate to you and your job?

Why now?

DSW Role

Survey “Asking your needs”

Business Plan “What do DSWs need?”

2.0 Terms Of Reference

2.1 Mark is going to confirm with Jennifer that the “Terms of Reference” have been updated on the OADD website.

3.0 Past Minutes to OADD

3.1.1 Karis has forwarded past minutes up to January 2016 to Jennifer to be posted on the OADD website.

4.0 Database/Social Media

4.1 Karis received 7 new sign ups since the HR Forum.

4.2 Lynn will take over the Twitter account.

5.0 Business Plan

5.1 Information will be gathered during the conference and work will continue to create the plan.

5.2 Business Plan is needed for funding requests and forces group to be structured.

5.3 Business Plan should be completed internally as the committee knows the plans.

## 6.0 Welcome to DSSIG Flyer

6.1 Karis has developed a one page flyer for new DSSIG members. This flyer will be sent to new members once they become an OADD member. Membership is completed on the OADD website.

6.2 Karis is asking committee members to review the flyer that was emailed to committee members on February 23, 2016 and provide her with any feedback of changes.

## 7.0 Conduct a survey

7.1 Mark discussed this item with Robert Hickey at the HR Forum in February 2016. Mark didn't receive any firm commitment from Robert with forming and completing survey/study. Communication will continue with Robert.

Next Meeting Tentatively Scheduled for March 11, 2016, from 1:00pm-3:00pm

(Mark will confirm via email)

Minutes recorded by Troy Calaezzi