

**CV Coalition to End Homelessness  
Meeting Minutes  
February 3, 2016**

**Facilitators:** Richard Clarke (Dawn to Dawn) and Heather Ney (CVTS)

**Recorder:** Alexandra Sears (Coalition Coordinator)

**Present:** Jolene McElwaine (new Coalition Coordinator), Jeff Townsend (Dawn to Dawn), Jonathan Kerr (Family Physician), Cynthia Zirkwitz and Pauline Lawrence (Seventh Day Adventist Church), Ian Cooper (Cumberland Committee on Homelessness & Affordable Housing), Hugh MacKinnon (Town of Comox), Doug Hillian (Courtenay Council), Betty Tate (CV ARNBC), Kevin Broughton (John Howard Society of North Island), Stacie Camponi (North Island College Student), Georgette Whitehead (Division of Family Practice), Helen Boyd (Comox Bay Care Society Care-A-Van), Jody McDonald (United Way of Central and Northern Vancouver Island), Joyce Wilson (St George's United Church), Tim Walton (RCMP)

**Regrets:** Clarice Coty (Building Links), Brent Hobden (Salvation Army), Sarah Sullivan (AIDS Vancouver Island), Jane Worth (Comox Valley Recovery Centre), Kathy Duperron (Cumberland Committee on Homelessness & Affordable Housing), Olivia Sargeant (private citizen), Pat McKenna (Habitat for Humanity), Bob Scales (Lions Club), Bunny Shannon (Lush Valley Food Action Society and Comox Valley Social Planning Society)

1. CVRD update
  - a. Leadership Team met with CVRD about first 2 projects in 5 year plan
  - b. CVRC and CVTS submitted proposals, will be approved by CVRD board
  - c. Need to provide an updated 5 year plan for August
  - d. Communication protocol will be developed by the Leadership Team
2. United Way Funding –
  - a. Letter of Intent submitted by partnership of Coalition & Courtenay Library for 'Drop In and Connect' Program; received green light to submit grant application – potential for funding up to \$6000
  - b. Letter of Intent submitted to cover costs of Coordination of CVCEH – not green lighted
3. Film Fest Presence
  - a. Public Awareness Team will be manning a Film Festival table donated by Helen Boyd on behalf of the Coalition 9:30 – 3:30 Saturday Feb 6 to do some awareness raising
  - b. Handbills regarding homelessness and the Coalition by CV ARNBC

4. Terms of Reference Discussion
  - a. Discussion of Coalition's Terms of Reference: coordinator to compile suggestions and changes to send to Leadership and back to Coalition
5. Point in Time Count
  - a. Opportunity to conduct Point in Time Count using Federally available tools before April 30
  - b. United Way able to provide support and information from Nanaimo's experience conducting the PiT. Agreement among those present that Coalition Coordinator will coordinate the logistics of the PiT in conjunction with United Way and the Homelessness Prevention Team
6. Agreement to table remaining agenda items for next meeting
7. **Next meeting:** Wednesday March 2, 12-1pm