

Management Team Meeting

Date: 30th August 2018
Time: 10:00 – 1:00 p.m.
Location: 291 McLean Street

Attendance:

Team Member	REGRETS	Team Member	REGRETS
Ian Lamont – Community Services (CR)		Lona Croissant – Thrift Store	
Michael Winter – Community Services (PH)		Patricia Roed – Employee Relations/Finance	
Tobyn Pearson – Facility Manager		Karen Floor – Administrative Assistant	
Keith Hopkins – Corps Officer		Violet Hopkins – Corps Officer	

Minutes

Item	Presented by	Comment/Action to be Taken	Target Date	Complete
Standing Items				
1. Devotion	Ian	Opened in prayer		
2. Team Check in		The team checked in		
3. Safety/Serious Incident/Feedback	Tobyn	<ol style="list-style-type: none"> 1. Regulation First Aid Kits are being distributed to all sites with monthly documentation attached. All facilities are to continue using their existing First Aid kits and have the new kit available if needed. Monthly documentation that the kit is intact will ensure WCB compliance with having a fully stocked kit at each site. 2. A First Aid kit checklist will be uploaded to SharePoint to crosscheck if the new kits are used. 3. SharePoint Objectives & Targets 4. Action Items: 10 items to purchase for being greener 5. A volunteer fainted at the Thrift Store. Colleen has a good background in Health & Safety and managed the situation. This reinforced the model of when Supervisors/Managers are well trained, the employees will follow this top driven model. 		
4. Employee Relations	Patricia	ULTI PRO set-up will be complete by Sept. 30 th . <ol style="list-style-type: none"> 1. Employees will be trained on a computer to access the site. Possibility of an on-site computer being available for use. Health & Wellness – Health & Wellness is still at the top of our priority list and continued focus. The following thoughts were shared: <ol style="list-style-type: none"> 1. Shift the mind-set of the work experience to be rewarding for a variety of reasons – not just work for money. 		

		<ol style="list-style-type: none"> 2. Employee Relations working towards being helping, caring, & follow-up. Be solution based. 3. Provide training for Health & Safety/Wellness/Development 4. First Health & Wellness committee meeting took place - A need to connect/be inclusive with Darlene in Port Hardy 5. Showcase an employee/volunteer in the newsletter under "Meet the Team" 		
5. Monthly Finance Report		<p>In line with Strategic Goal No 30: "Transition Ocean Crest Policy and Procedures from "paper system" to "electronic document system"</p> <ol style="list-style-type: none"> 1. A presentation was given to the Management Team, focused on the "Ministry Unit Management System" 2. A discussion followed regarding the impacts to local financial processes moving forward. Budgets and monthly review will now take place on the Ocean Crest SharePoint site 3. The onus is on supervisors to be fully engaged financial processes. 4. All agreed, lots of work ahead, but moving in the right <u>direction.</u> <ul style="list-style-type: none"> • All supervisors are encouraged to use the 'comments' Section of the budget. This provides great insight into the month-to-month accounting and audit. • T3010 document for the CRA provides a clear understanding of the coding process. The coding set-up is for our status 		
6. Ministry Updates Leadership Development	Group	<p>Keith brought forward the plan to make a change at this point in the monthly management meeting. On a weekly basis, MU operational issues are being discussed at SNAP meetings. Short – Notable – Applicable – Points are discussed each Tuesday 1000 – 1100 am, where MT meet on a zoom call. No longer will this take place at the monthly meeting.</p> <p>Instead...</p> <p>It was presented that although the management team meets monthly, there is a need to be proactive in regard to supervisor development. It was recommended to have leadership development days for the team three times per year. Ideas for the meeting to be considered before next meeting.</p> <p>The Team will invest a significant part of the meeting on personal leadership development. Before next meeting the team should put some thought into what they might like to learn from this time together.</p> <hr/> <p>Two videos were viewed during the meeting and discussion followed on different leadership stles.</p>		
7. 2017 Strategic Planning		Ocean Crest Strategic Plan, planner and action plans now on the SharePoint site for all supervisor to access.		

			??? 2018	
NEW/ONGOING BUSINESS				
1. Accreditation		The report has been received and action plan being prepared. - The team will focus on its long-term plan and in turn close any gaps	April 2018	
Devotion		Michael will lead in a devotion for next meeting		

Next Meeting (The last Thursday of each Month) 27th September 2018 10:00 – 13:00 hrs.