

**Training and Capacity Building Committee Meeting
June 23rd, 2011 1:00 pm – 2:30 pm
New Canadians Centre Board Room**

Present: Sonya Hardman (Chair, City of Peterborough Social Services), Jason Stabler (PPCII Coordinator), Jill Ritchie (KPR School Board), Carolyn Leeson (Northern Lights Canada), Maryam Monsef (PPCII Outreach Coordinator)

Guests: Melissa Sharpe-Harrigan (PPCII Action Plan) and Michael VanDerHerberg (WIC)

Regrets: Carolyn Givogue (Community Race Relations Committee)

Minutes

1. Approval of Minutes from May 13th Meeting

The minutes were approved after changes to the list of attendees were made. Jason will confirm Sharon's email address.

2. Conference Planning

- Presentations from Guests:
 - Committee heard presentations from the PPCII Research and Implementation Specialist on what areas of the Integration Strategy are currently being implemented and what areas still require implementation.
 - Michael VanDerHerberg, coordinator of the Workplace Integration Centre (WIC) described the WIC event taking place on Nov 1, 2011 (5-11:00 PM) entitled "An Evening of International Business" The event is taking place at The Venue and will bring together Trent University Business Students and Business people from the Peterborough community.
- DATE
 - The committee is still considering whether the conference can be held on the same date (Nov 1st) as the WIC event or on another date.
- VENUE
 - The committee is considering the feasibility of having the conference at The Venue, in collaboration with the WIC event. The main factor in whether this will be a good location given the structure of the conference. If the committee would like breakout sessions, The Venue is not well suited for this and we would have to find an alternate location (from the list we generated for last year's conference). If breakout sessions are not needed, it may be feasible for us to host the event at The Venue. Committee members are considering how they would like to structure the meeting and will discuss this at the next meeting.
- STRUCTURE
 - The committee is considering having more opportunities for networking, (i.e. less scheduled time) at the conference. If breakout sessions are to be a part of the conference (see discussion under VENUE above) two breakout sessions might be ideal.
- THEME
 - As a result of the Research and Implementation Specialist's presentation, the committee The committee focused in on the idea of 'planning for action' and in particular using diversity as a tool to act upon the various plans that already exist in the Peterborough Community. Key themes in this discussion were:

Inclusion, creative economy, social innovation, diversity, population growth Committee members will think of topics that relate to this theme for the next meeting.

- **TIMING**
 - The committee believes that the conference should happen on a single day. The determination of timing including whether the conference can extend beyond a 9-5 timeline will flow from whether the conference will be held in conjunction with the WIC event. This will be discussed at the next meeting.
- **BUDGET**
 - Combining the event with the WIC event will have positive budget impacts. This will be discussed further at the next meeting.
- **TARGET AUDIENCE**
 - Aim for 200 attendees
 - Makeup of audience will be impacted by decision about WIC. Committee would like to increase participation from economic development sector, however this may be achieved simply by combining event with WIC event. Committee to discuss this at next meeting.
- **OTHER**
 - \$20 registration fee is reasonable
 - Once theme is developed, the committee is considering putting out a call for proposals/presentations in mid July.
 - In determining who to send out proposals to, the committee will consider what our comparative communities are e.g. Elliot Lake, North Bay, and Chatham-Kent for demographics, Guelph, Kingston for size etc...
 - Child minding at the conference is preferred and will be discussed at the next meeting.
 - The City of Peterborough is suggesting the Mayor as a keynote speaker on immigration and economy

3. **Chair of Committee**

Deferred to next meeting

4. **Other Business**

- a) Marketing committee request re marketing needs
Deferred to next meeting
- b) Future Meetings:
Next Meeting: **Monday July 11 (2:30-4pm) at the NCC Boardroom.**