

# OTTAWA LEGAL CLINICS TRANSFORMATION PROJECT

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## STEERING COMMITTEE MEETING

Monday, September 13, 2016

2:00PM – 4:00PM

By telephone: 1-866-251-3220 | Conference ID 6147385#

Attendees: John Purkis, PI, Charlie, Gary, Sarah, Mike (absent), Justin, Jacque, Cavell,

## MEETING NOTES

Agenda Items		Action/Discussion Points
1	Minutes from last meeting (August 29)	Comments: 4) Transition Plan addition: scheduled for October The SC expressed gratitude to Emma as she moves on.
2	Next step on compensation proposal: September 19 staff meeting	A meeting has been scheduled for next Monday for about 14-15 people Gary to send a reminder
3	Three clinics' pay equity plans	A recent conference call of legal clinics across the province confirmed that many clinics are grappling with this issue and how it fits with the Hay Group report. Some discussion on this topic are starting. As the amalgamation proceeds the three plans would continue to be in effect; and figure out a way to continue with our plans until ideally there is further information available.
4	Next step with LAO's IT department <ul style="list-style-type: none"><li>• telephone system</li><li>• using Outlook calendar for joint intake system</li></ul>	No update Gary to keep pursuing this
5	Next step on organizational by-law: September 22 sub-committee meeting	It was confirmed that a process is needed where three existing Boards propose the members of a transitional board, and that proposal would be placed before the membership of the amalgamated clinic for their approval.

6	AGMs of CLSOC (October 25), SOCLS (November 2) and WELS (November 8)	<p>There are no voting items in relation to the amalgamation; it will come in the meeting of the individual memberships to ratify the Board (early 2017)</p> <p>There will be an update and next steps, including process for Transitional Board membership</p> <p>Agenda for September Meeting: Transitional Board membership, and whether current Board members can recommend people</p>
7	<p>Follow-up by Public Interest:</p> <ul style="list-style-type: none"> <li>• Communication with local politicians</li> <li>• Follow-up communication with agencies</li> <li>• Transition plan</li> <li>• Newsletter</li> </ul>	<p>Will be signed by all 3 EDs</p> <p>Will go out letterhead with 3 clinic logos; Charlie and Jacque to e-mail logo to Kevin</p> <p>PI to confirm local politicians list</p> <p>Similar letter for agencies; shortlist of subset to follow-up with phone calls; will be circulated by e-mail</p> <p>Transition Plan will pull together summary of what's been done to date and what needs to be carried out</p> <p>Draft of newsletter that summarizes June/August meetings; may be worth mentioning the upcoming dates</p>
8	Adjournment	<p>Monday, September 26<sup>th</sup> at 2:00 PM</p> <p>Kevin to send out notice</p>

Other points:

- Community building/working with Indigenous populations materials sent out today for review