

May 14, 2015, 1:30-2:30 p.m. ET | *Le 14 mai de 13h30 à 14h30, heure de l'Est*

Participants

Leads: Auburn Larose; Harvey Low; Jean Isseri; Lorraine Copas; Sonya Hardman;

Trevor McAlmont

CCSD: Michel Frojmovic; Brendan Rahman; Michael Ditor; John te Linde

Regrets: Franklin Kutuadu; Katherine Scott; Manny Makia; Michael Toye; Peggy Taillon;

Meeting Notes

1. Welcome | *Bienvenue*

2. Update on the annual program meeting | *Mise à jour sur le réunion annuelle du programme*

- 21 individuals excluding CCSD, representing 17 consortia are confirmed
- A final note to will go out to Leads early next week with meeting details and information

3. Comments on the Annual Program Meeting Agenda (see attached) | *Commentaires sur l'ordre du jour de la réunion annuelle du programme (voir le document ci-joint)*

- A series of four 1 hour plenary roundtables on Friday morning:
 - Roundtable 1 on “How to run a consortium”: starting up a consortium/data sharing agreements/role of leads in running a consortium” Durham can provide examples of data sharing agreements
 - Consider inviting potential consortia to this session
 - Roundtable 2 on “Capacity building, accessing the data, focus on B2020 and geospatial tools” – Lorraine will present B2020, Jean will present geospatial tools
 - Roundtable 3 on “A next generation urban poverty report” – Katherine will present on the UPP and where we go from here, Harvey volunteered to participate in a reporting working group
 - Additional time for Thursday’s presentations by leads
- Be sure to spend enough time reviewing and modifying Schedule B

4. Comments on the Annual Program Report (see attached) | *Commentaires sur le rapport annuel du programme (voir le document ci-joint)*

- Nice to see the healthy growth in the number of consortia and members

5. Other Business | *Divers*

Discussion on Change in Procedures for Custom Geographies for future rounds

Action: We will prepare a Briefing Note with options for discussion at the Annual Meeting.

Include in the briefing note a list of custom geos that have been used to date. Include the list of

communities that have requested custom geos.

- Proposal 1: Leads take the lead in working directly with STC to complete their geocoding (CCSD took the lead over the past 2 years).
- Leads would seek reimbursement from CCSD for the cost of the geo-coding.
- Proposal 2: We may want to cap the amount CCSD covers based on the size of each consortium. This is a question for other leads to be discussed at the annual meeting.
- CCSD takes the lead in ordering thematic tables using the completed geocoded boundary files.

Action: Send Leads their custom geo costs (request from Durham).

Training & Capacity Building (enhancements to communitydata.ca catalogue and tutorials)

- There is interest in creating an online orientation tutorial, both in terms of new consortia, and for new members of existing consortia

University participation in the consortium

ACTION: Add to the Annual Meeting agenda: a discussion on university participation a community data consortium.

- We have rules governing the participation of universities in a consortium. As a rule, they are not permitted under the rules. But we make exceptions on a case-by-case basis with the guidance of the consortium lead.

6. Next Scheduled Program Steering Committee Teleconference / *Prochaine téléconférence du comité de pilotage*

- Thursday, October 8, 2015, 1:30-2:30EST (one week ahead of Leads Teleconference)

NOTE: Steering committee terms of reference, members and meeting notes are available at <http://communitydata.ca/steering>