

PEI Family Violence Prevention Services, Inc.
Board Meeting
Feb 24, 2011 (6:00-8:30pm)
Location: EPFVP Meeting Room, Summerside, PE

Present: Lorne Cudmore, Daneen MacDonald, Shauna Fuller, Cathy McInnis, Carmella Richard, Patricia Roy, Phil Matusiewicz (exofficial), Danya O'Malley (exofficial)
Regrets: Sharon O'Brien, Yolande Richard, Nancy Wallace, Valerie Campbell,

1. Approval of Agenda

MOTION: That the agenda be approved as circulated.
M/S: Lorne Cudmore / Patricia Roy
CARRIED.

2. Approval of Previous Minutes

MOTION: That the minutes of January 26, 2011 be approved as circulated.
M/S: Patricia Roy / Daneen MacDonald
CARRIED.

3. Budget Analysis

Phil presented a budget analysis with expenses projected to the end of March. Donations are on target for the year, which is a considerable success given that we also ran a large Capital Campaign. We are going to correct the income recorded for the Skills PEI internship project. The holdback was not credited to the project. Fixing this will erase the deficit currently showing for that project. Cathy McInnis requested a glossary of terms used in the expense report.

4. EP Rental Space

The board reviewed a list of various options for rental space for EPFVP. The office needs approximately 1000-1200 sq. ft. of office space, a place for meetings, etc. Phil will enter into negotiations with the landlord of one of the better locations.

5. ED Report

- FVP Week / The Walk in Silence: We have expanded the walk to include Summerside this year. The mayor and MLAs attended the walk, which was held indoors at the Wellness Centre. About 25-30 people attended. In Charlottetown the mayor and premier attended the walk. SAVE also put on a coffee house for FVP Week.

- Capital Campaign: Tim Horton's is no longer doing the cookie sale. The wrap up party will be held on April 13 at the Fairholm Inn, 11:30am – 1pm. There is also the possibility of doing a pancake breakfast, but we do not have a date set.

- Skills PEI Applications: We have applied for two positions, one for an office position and one in conjunction with Justice Options. The positions are for 26 weeks, going from mid-September to February.

- The fire inspector has come to take a look at the renovations. They made a few recommendations, such as an evacuation plan on the back of each of the bedroom doors. They also made note that the new sprinkler system needs to be retagged, and they recommended moving some of the emergency lighting in the basement.

- Occupational Health and Safety has also done an inspection of the property. They would like to see us have an OHS rep on staff to address safety concerns. We also require an update to some of our policies, such as working alone and a policy on violence within the shelter. We will also have T & K update our fire extinguishers.

6. EPFVPS

Norma McColeman presented to the board on the groups run by the East Prince office. The board were able to ask questions and get an understanding of the services we provide in EP.

7. Second Stage Housing

None

8. Other Business

The board discussed various options for the balance remaining in the MCU account for the Capital Campaign. We will be looking at renovations to the Sister Properties, as well as potential investment.

9. Personnel

None

10. Next Meeting

The next board meeting will be April 6, 2011 in Charlottetown.

MOTION: That the meeting be adjourned.

M/S: Lorne Cudmore / Cathy McInnis

CARRIED.

Chair

Date