

**PEI Family Violence Prevention Services, Inc.**

**Board Meeting**

**January 20, 2010 (6:30pm - 8:30pm)**

**Location: Police Station, Charlottetown, PE**

**Present:** Lorne Cudmore, Cathy Aylward, Shauna Fuller, Patricia Roy, Anne Nicholson, Dave O'Brien, Phil Matusiewicz (exofficial), Danya O'Malley (exofficial)  
**Regrets:** Brenda Profit, Daneen MacDonald, Nancy Wallace

**1. Approval of Agenda**

**MOTION:** That the agenda be approved as amended to include an update on the Capital Campaign

**M/S:** Dave O'Brien / Shauna Fuller

**CARRIED.**

**2. Approval of Previous Minutes**

**MOTION:** That the minutes be approved as presented.

**M/S:** Dave O'Brien / Anne Nicholson

**CARRIED.**

**3. Business Arising**

*Policy on Donations:* It was suggested that we amend the incremental levels for donations from individuals so that they start at \$50 for Bronze, \$200 for Silver, \$500 for Gold, and \$1,000 and up for Platinum. The levels for organizations were accepted as presented (Bronze: \$1,000, Silver: \$2,500, Gold: \$5,000, and Platinum: \$10,000). Phil will work on a policy that will mention that tax receipts are issued. We plan to maintain an ongoing list of our patrons. The language in the policy should address the fact that people are often very interested in their contribution benefiting their local community.

*Patron Recognition on Website:* A screenshot of the donation section of the FVPS website was circulated to show the board how we plan to give recognition to donors.

**4. Borrowing Resolution**

Phil has been speaking with the Credit Union to look at securing a line of credit for \$100,000. If the board approves, Phil will contract with them.

**MOTION:** The Executive Director and Board Chair are authorized to negotiate a line of credit up to \$100,000 with Metro Credit Union.

**M/S:** Shauna Fuller / Dave O'Brien

**CARRIED.**

**5. SAVE – Proposal for Island-wide program discussion**

The board reviewed a proposal for Island-wide implementation of the SAVE program. It was deemed premature to proceed.

## **6. Cost/Benefit Analysis of Anderson House, SAVE & Second Stage**

Costs were presented for SAVE, Anderson House and Second Stage Housing Charlottetown. Some board members found it very helpful to see the actual cost breakdown in relation to the revenue. Two large numbers that seem to stand out were mileage and phone costs. Phones will be further broken down to see if there are any cost savings that could be arranged. Phil will also look into the cost of leasing a vehicle, though the mileage is spread across the Island and as such this is not expected to be a savings.

For Second Stage Housing, it was noted that the administration costs are significant and should be factored in because the admin staff end up acting as landlords. We do not pay a mortgage for the properties in East and West Prince. The cost of the audit should also be factored in.

## **7. Budget for 2010-2011**

We still have no word on where we stand with regards to the additional funding for next year. We have been requesting that the Department meet with us around our budget concerns now, before the next fiscal year begins.

## **8. ED Report**

- We have a dedicated team together for the Capital Campaign Committee. The launch is scheduled for February 16, 2010 at Fair Home from 2-4pm. Papa Joe's is catering the event.
- Joan MacDonald is proceeding with her work at Anderson House over the next couple of months.
- The Walk in Silence is scheduled for Thursday, February 18, with a snow date on Friday. PAC is going to put out a notice on all events put on during Family Violence Prevention Week.
- Mercy Yulien has been in touch with Phil. The consensus was that she should conduct a needs assessment of what resources are required in the Eastern region.

## **9. Personnel**

No items

## **10. Other Business**

Valerie Campbell and Sharon O'Brien have both agreed that they would be willing to join the board.

**MOTION:** To invite the two new candidates to join the board.

**M/S:** Anne Nicholson / Dave O'Brien

**CARRIED.**

## **11. Next Meeting**

Next meeting will be on February 16, 2010, after the campaign launch in Charlottetown.

**MOTION:** That the meeting be adjourned.

**M/S:** Dave O'Brien / Shauna Fuller

**CARRIED.**

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Chair

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Date