

**PEI Family Violence Prevention Services, Inc.**  
**Board Meeting**  
**May 19, 2010 (6:00-8:00pm)**  
**Location: Access PEI, Summerside, PE**

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

**1. Approval of Agenda**

**MOTION:** That the agenda be approved as circulated.  
**M/S:** Valerie Campbell / Daneen MacDonald  
**CARRIED.**

**2. Approval of Previous Minutes**

**MOTION:** That the minutes of April 21, 2010 be approved as circulated.  
**M/S:** Dave O'Brien / Anne Nicholson  
**CARRIED.**

**3. Bylaw Amendment**

The position of Past Chair has not been part of the board executive in the past, however Patricia thinks that it might provide an element of continuity.

**MOTION:** To amend the bylaws to allow the past president to serve on the executive.  
**M/S:** Dave O'Brien / Valerie Campbell  
**CARRIED.**

**4. AGM**

The nomination committee reported that they are just one nomination short of having all positions filled. The board discussed the agenda items and who we should have as a guest speaker. It was decided the Kim Devine and Valerie Docherty should speak on the Capital Campaign. All board members paid their membership dues for 2010-2011.

**5. CMHC Audit Recommendations**

After conducting a full audit of Second Stage Housing operation we have received a list of recommendations from CMHC. They have requested more formalization in our operation, such as having a formal contract with various vendors. They would also like to see a policy manual for Second Stage Housing as well as a conflict of interest policy. Second Stage Housing is also to have a standing agenda item for all board meetings. CMHC also recommends that we present a budget analysis to the board on a quarterly basis.

CMHC would like to have notification of any changes to our bylaws. They would also like to see reference to the board receiving the management letter in the meeting minutes. We are

confident that all of CMHC's recommendations can be put into place over the coming months.

**6. ED Report**

Construction has begun at Anderson House. It has been a challenge to maintain a crew of 5 from the Skills PEI program. Only half of the house is operational now, with construction going on in the other half of the building. The shelter operation will be moving to Second Stage in May. Also in May, the Family Violence Prevention Office will be moving to a temporary location at 252 Prince Street, while we wait for the administrative space on the third floor of the house to be completed. Phil presented a list of donation to the campaign.

**7. Inn at St Peter's Dinner**

The Inn at St Peter's dinner will be held in June again this year. Ideally the organization would like to send the campaign co-chairs, as well as the board chair and executive director. Everyone is encouraged to solicit some items for the silent auction.

**MOTION:** To purchase 4 tickets for the fund raising dinner in St Peter's.  
**M/S:** Dave O'Brien / Daneen MacDonald  
**CARRIED.**

**8. Second Stage Housing**

As mentioned earlier, Second Stage will remain on the agenda as a standing item.

**9. Other Business**

Phil was sad to report that Colleen MacDougall, a former employee of Anderson House, has passed away while traveling in Africa. We will have a moment of silence for her at the AGM.

**10. Personnel**

None

**11. Next Meeting**

The next board meeting will be the AGM on June 30, 2010 in Charlottetown.

**MOTION:** That the meeting be adjourned.  
**M/S:** Dave O'Brien / Lorne Cudmore  
**CARRIED.**

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Chair

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Date