

PEI Family Violence Prevention Services, Inc.

Board Meeting

September 28, 2011 (6:00-8:00pm)

Location: EPFVPS Office, Summerside, PE

Present: Shauna Reddin, Nancy Wallace, Sharon O'Brien, Carmella Richard, Kathy Bigsby, Bill MacLeod, Phil Matusiewicz (exofficial), Danya O'Malley (exofficial)

Regrets: Lorne Cudmore, Daneen MacDonald, Cathy McInnis, Michelle Dorsey

1. Approval of Agenda

MOTION: That the agenda be approved as circulated.

M/S: Bill MacLeod / Nancy Wallace

CARRIED.

2. Tour Facility

Darla Gallant and Vickie Deveau led the board in a tour of the new East Prince office space.

3. Election of Executive

Phil chaired the election of board chair, turning the meeting over to Shauna Reddin after she was declared chair. The board executive for 2011-2012 are as follows:

Chair – Shauna Reddin

Vice-chair – Nancy Wallace

Secretary – Sharon O'Brien

Treasurer – Lorne Cudmore

4. Approval of Minutes

MOTION: That the minutes of June 8, 2011 be approved as circulated.

M/S: Nancy Wallace / Carmella Richard

CARRIED.

5. Business Arising – *Policy Development*

The policy development around the parameters for memorials in the shelter will be brought forward at the next meeting.

6. MRSB Management Letters

Phil reviewed the management letter from MRSB for FVPS. Several points were brought to the board's attention and Phil explained the actions taken to enact any changes suggested by our auditor. Phil also presented a sample investment policy for the board's information. He asked that the board members review this policy and we will look at amending or adopting it at the next meeting. Danya O'Malley reviewed the management letter for Second Stage Housing.

Motions for signing authority in 2011-2012:

MOTION: That the board authorizes the following individuals as signing officers for payments:
Phil Matusiewicz, Danya O'Malley, Ellen Ridgeway, and Shauna Reddin.

M/S: Bill MacLeod / Carmella Richard

CARRIED.

MOTION: That the board authorizes the following individuals as signing officers for contracts:
Shauna Reddin, Phil Matusiewicz, and Sharon O'Brien.

M/S: Nancy Wallace / Bill MacLeod

CARRIED.

7. Budget Analysis

Phil reviewed the most current budget analysis with the board. The analysis showed revenue and expenses up to August 31, 2011. An analysis up to the end of Q2 will be reviewed at the next meeting.

8. MCU Line of Credit Motion

Phil updated the board on the line of credit from Metro Credit Union. This line of credit was secured at the beginning of the Capital Campaign. While we are not currently using the line of credit, keeping the account could be useful as an additional measure of financial security. The board agreed that we should keep this line of credit open. Metro Credit Union needs a motion from the board to keep the line of credit account.

MOTION: To continue with the line of credit at Metro Credit Union.

M/S: Nancy Wallace / Bill MacLeod

CARRIED.

9. Child Care Grant

We have invoiced the Department of Education for the first half of the 2011-2012 Child Care and Child Care Maintenance Grant. The contract will be ready to sign soon.

10. Fundraising

This item was put on the agenda by Cathy McInnis, so we will bring it forward at the next meeting.

11. ED Report

- Valerie Smallman has returned to work from leave and we are very happy to have her back.
- Phil updated the board on the two Skills PEI interns. Jaime Griffin is in a dual role between Justice Options for Women and PEI FVPS, and Shannon Dunn is working in the business office at FVPS.
- Justice Options for Women will begin shooting a video on the Safety Circles and is using the FVPS office and multipurpose room as their location. They have also almost completed the final version of a video called "Starting the Conversation", which is intended to give people communication tools to talk to someone they feel is in an abusive relationship.
- Phil also spoke to the board about whether or not they'd like to resume the presentations made by staff members. The board all felt that this made the board meetings enjoyable and allowed them to have a deeper understanding of the work that we do.

12. Second Stage Housing

The management letter from MRSB was reviewed, as is reflected in item 6.

13. Personnel

2 items were discussed in-camera with the board.

14. Next Meeting

The next meeting will be at 6:30pm, on November 2, 2011 in Charlottetown.

MOTION: That the meeting be adjourned.

M/S: Bill MacLeod

CARRIED.

Chair

Date