

PEI Family Violence Prevention Services, Inc.
Board Meeting
Sept 22, 2010 (6:30-8:30pm)
Location: FVPS Office, Charlottetown, PE

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

1. Approval of Agenda

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

2. Approval of Previous Minutes

MOTION: That the minutes of May 19, 2010 be approved as circulated.
M/S: Daneen MacDonald / Nancy Wallace
CARRIED.

3. West Prince Signing Authority

The Credit Union in O'Leary requires a motion from the board to appoint the new signing authorities for the bank account held there.

MOTION: That Phil Matusiewicz, Shauna Fuller and Valerie Smallman are authorized as signing authorities for the WP Credit Union Account.
M/S: Nancy Wallace / Lorne Cudmore
CARRIED.

4. Conflict of Interest Policy

CMHC recommended a Conflict of Interest policy for the operation of Second Stage, however it's felt to be a good idea to have one for the main organization as well. It was circulated for general information. Board members are asked to read it and bring any questions to the following meeting.

5. New Contract

We have received the contract for 2010-2011 from the Provincial Government. The contract is the same as last year, with the addition of a clause around incident reports. Shauna has looked over the contract and we will put procedures into place. The parameters around reporting are still the same.

MOTION: To authorize the Executive Director to sign the new contract.
M/S: Lorne Cudmore / Yolande Richard
CARRIED.

6. ED Report

Phil updated the board on the recent news for the Capital Campaign. Ann McRae and CBC have been promoting the Campaign on the radio. We analyzed the costs to run Anderson House and found that it costs us \$58 to give a woman shelter for one night. The Campaign committee has decided that this is a great angle for the campaign, asking people to sponsor us for a bed night. The goal is to raise 365 bed nights, which would result in about \$20,000.

We are also holding an event at Harmony House on October 16, 2010. We will email the event poster to the board. In the board packet we have given a summary of all donations received to date. The Campaign

Committee is going to determine how the donors will be recognized. The plan is to have some sort of permanent recognition such as a plaque.

We have asked Skills PEI for another extension for the workers placed at Anderson House. We are waiting to hear from them. Jonathan's 6-month term is ending as of October 8th.

7. Board Orientation

We will be holding a board orientation session for new board members. This also serves as a great refresher for existing board members. Topics covered will be the bylaws, policies, budget, reporting, board governance, etc. The date for the orientation is November 6, 2010. Lunch will be provided.

8. Budget Analysis

Phil presented a budget analysis for first quarter. One for second quarter will follow at the next meeting.

9. Second Stage Housing

Phil spoke to the board about the funding agreement between CMHC and Second Stage Housing. As per the funding agreement, the running of Second Stage must be completely separate from the main organization's finances. As such, during our most recent audit from CMHC they requested that Second Stage Housing have a standing place on the board meeting agenda. Second Stage in Charlottetown has an operational budget that covers off deficits if they occur within the fiscal year, and if there is a profit, the profit is returned to CMHC.

10. SAVE

Valerie mentioned that Maxine MacLennan would like to make a presentation to the board around the SAVE program. The board decided that they would like to have presentations from many of the other arms of the organization.

MOTION: To set up a roster so that various workers can make a presentation to the board about their area of the organization.

M/S: Valerie Campbell / Lorne Cudmore

CARRIED.

11. Other Business

New board member Cheryl Schurman has gotten in touch with Shauna and explained that she will be unable to attend the majority of the meetings if they are held in the evening. She felt it might be better if she were replaced by someone who would have higher attendance. The board has decided to graciously accept her resignation, and encouraged her to become part of the board again at some point in the future if her availability was such that she could participate more fully.

12. Personnel

None

13. Next Meeting

The next board meeting will be October 20, 2010 in Summerside, at 6pm.

MOTION: That the meeting be adjourned.

M/S: Lorne Cudmore / Nancy Wallace

CARRIED.

Chair

Date