

PEI Family Violence Prevention Services, Inc.
Board Meeting
January 20th, 2016 (6:00-7:30pm)
Location: FVPS Office, Charlottetown, PE

Present: Bill MacLeod, Alanna Jankov, Amanda Cudmore, Sharon O'Brien, Kathy Bigsby, Detry Carragher, Lee Anne Farrar, Phil Matusiewicz (ex officio), Danya O'Malley (ex officio)

Regrets: Nancy Beth Guptill, Tina Pranger, Selina Pellerin,

1. Approval of Agenda

MOTION: That the agenda be approved as circulated.

M/S: Kathy/Sharon

CARRIED.

2. Minutes

MOTION: That the minutes of December 16, 2015 be approved as circulated.

M/S: Kathy/Amanda

CARRIED.

3. Budget Analysis

Phil updated the board on the budget analysis numbers to date. He gave an update on the Financial Campaign, which is close to reaching its \$35,000 goal. We will keep the campaign open until the end of January. It appears as though there is no call for submissions this year for Victims of Crime Awareness Week. We have received some funds for a workshop that we are putting on in February on the impact of family violence on workers and the workplace. The date for that workshop is February 24th.

4. Endowment Chair/Committee Members

We have approached someone to chair the endowment campaign but they have declined due to other fundraising commitments. Our hope is to raise \$1,000,000, and one possible way to do this is identify 200 people prepared to donate \$1,000/year for 5 years, we would achieve our goal. We need to recruit people to be on the committee, think of how we will package the campaign and create a brochure or flyer.

5. Case Management Software – Sumac

We have been pursuing a software program called Sumac. This would manage all of our donors, but we also hope that the software will provide the structure for case management. We have seen a demo of the software and Phil has asked to speak with people who use it for case management in particular. We can access this software through Tech Soup for a year in order to see if it's a viable option for us. We plan to move forward once we have spoken to their references for the case management component.

6. Cell Phone Co-pay

In a previous meeting Phil mentioned that we will be looking at the cell phone co-pays with outreach staff. In the past we agreed to co-pay for the data portion of the workers' cell phone bills. We have amalgamated all of our cell phone bills and consequently pay a reduced fee. Communication via text is a mainstay of our work nowadays. Phil moves that we eliminate the co-pay and fully cover the phone costs for the outreach staff.

MOTION: To eliminate the copay and fully cover phone costs.

M/S: Kathy/Alanna

CARRIED.

7. ED Report

- **Storm Basketball ticket sales** – The date for our Storm basketball evening is March 20th. Tickets will be \$10 with \$5 coming to the organization. This weekend is the start of March break.
- **Red Shores – Sweetheart Dinner** – We are delighted to do our Sweetheart Dinner again this year. The date for the dinner is February 13th. We have been able to sell out for the past couple of years and hope to do so again this year.
- **Family Violence in the Workplace Conference** – Phil circulated the flyer for the conference we’re putting on in February on the impact of family violence in the workplace. It will be happening on February 24th and hope that 100-120 people will go. The conference is being put on at no cost.
- **Financial Campaign Update** – our goal was \$35,000 and we are at \$29,428.
- **Walk in Silence** – Our date for the Walk in Silence is February 17th at noon. Our board member Sharon O’Brien will be speaking at the reception after the work. Minister Tina Mundy will speak at the start of the walk at Province House.

8. Second Stage – Occupancy Report

We have two vacancies at Second Stage and hope to fill one of them with a recent referral from Victim Services.

9. Other Business

Board Terms – Detry Carragher’s term on the board is up in 2016, however she is eligible for a renewal for a second term. We also have a vacant position on the board, so we would be recruiting at least one, potentially 2 positions to fill at the next AGM. We would potentially like to recruit more men to have a better gender balance on the board.

10. Personnel

One item

11. Next Meeting Date and Adjournment

February 17, 2016 at 6pm.

Motion to Adjourn: Lee Anne

Chair

Date