

PEI Family Violence Prevention Services, Inc.
Board Meeting
September 21, 2016 (5:30-7:30pm)
Location: FVPS Office, Charlottetown, PE

Present: Bill MacLeod, Amanda Cudmore, Kathy Bigsby, Shira Zipursky, Leslie Hadfield, Lauren MacQuaid, Selina Pellerin, Sharon O'Brien, Lee Anne Farrar, Shauna Reddin, Kathy Bigsby, Margaret Kennedy, Amanda Cudmore

Regrets: Tina Pranger, Alanna Jankov

1. Election of Executive

A call for nominations was made for Board Chair. Bill MacLeod was nominated. Danya called three times for any other nominations, none was heard.

M/S: Sharon O'Brien/Kathy Bigsby

Bill proposed the slate of officers to the board to be as follows:

Tina Pranger – Vice Chair

Sharon O'Brien – Secretary

Kathy Bigsby – Treasurer

2. Approval of Agenda

MOTION: That the agenda be approved.

M/S: Lee Anne Farrar/Sharon O'Brien

CARRIED.

3. Approval of Minutes

MOTION: To approve the minutes of April 27, 2016

M/S: Kathy Bigsby/Lee Anne Farrar

CARRIED.

4. Approval of Minutes

MOTION: To approve the minutes of May 18, 2016, as amended, remove the word expand from the Turning Point sentence.

M/S: Margaret Kennedy/Kathy Bigsby

CARRIED.

5. Approval of Minutes

MOTION: To approve the minutes of September 2, 2016

M/S: Kathy Bigsby/Selina Pellerin

CARRIED.

6. Old Business

Bill reviewed the management letters with the board and highlighted where we can improve with the recommendations of MRSB.

7. Line of Credit – Renewal

We have a LOC with the Credit Union. It was opened when we began the Capital Campaign in case we didn't reach our goal. We did achieve our goal; however, the bank recommended we keep the LOC for large emergencies in the future. We approval on an annual basis to maintain the \$100,000 LOC.

MOTION: To approve the renewal of the \$100,000 LOC at the Credit Union

M/S: Kathy Bigsby/Lauren McQuaid

CARRIED

8. Budget Analysis

FVPS – Danya explained the budget analysis to board which shows where we are positioned for the year for revenues and expenses. We are on track for the time of year for both revenues and expenses. We are usually low for fundraising this time of year, November to January is our largest time of year for donations.

9. Strategic Plan Update

The Strategic Plan was last done in the fall of 2014. The main areas of development and concentration that were named were Public Awareness and Education, Youth Programming, Human Resource Planning, and Financial Sustainability. Many components were completed with a few that are still ongoing.

Normally we would be preparing another strategic plan at this time, however, this document only came out in April 2015 and Danya has asked the board to delay until the spring of 2017 to give her time to get into her new role as ED. The board agreed to wait.

10. ED Report

- **Staffing Changes** – Valerie Smallman retired after 26 years with the organization. Kara Katmouz, MSW, was hired as her replacement. In Summerside we took two half time positions and made one full time position, Lee Anne Farrar has accepted the position in Summerside.

The shelter has gone through a shift model change, we used to have a 24 hour shift, we have now moved to 12 hour shifts, with part time staff on the weekend. The shift model is going well and is fulfilling all the points we wished to change, with one exception. Currently there are part time employees filling the weekend day shift, the shift runs from 8:00am-6:00pm, with the full time shelter staff coming in from 6:00pm-8:00am. To offset this, the full time staff member would not come in on the Tuesday and Wednesday shift until 10:00am. This leaves the shelter with only one staff member on during a busy part of the day. The recommendation is to have the part time weekend shift be 8:00am-8:00pm, which in turn means the Tuesday and Wednesday shifts will be 8:00am-8:00pm. The cost of this will be offset by not filling Danya's role as Shelter Manager.

Danya's duties as Shelter Manager have been spread out through the staff in the shelter. The clinical supervision aspect of the role will be contracted to Catholic Family Services. This is at a cost of \$450 per month, which equals one counselling hour per week. Each full time shelter worker will receive one counselling hour per 4 week period.

MOTION: To permit Danya to initiate discussions with staff to make minor changes to the shift model and to fund as required.

M/S: Shauna Reddin/Amanda Cudmore

CARRIED

Motion: To empower Danya to contract with CFS with clinical supervision at a rate of \$450 per month.

M/S: Kathy Bigsby/Lee Anne Farrar

CARRIED

- **Fundraising Update** – Danya provided an update to our upcoming events. We are having a Ceilidh in Montague that will be replacing our golf tournament that had been held down east, Maxine MacLennan is heading up this event. We are planning on reviving our Women and Song event that was held at Harmony House.
Last year we had an Ale and Folk event at UpStreet Brewery, it was well attended and gave our organization great exposure, we are planning it again with the date to be determined.
We have the Mom2Mom sale coming up on October 8th, this is a great fundraiser for us and it is good for the vendors and attendees.
Our annual Sweetheart Dinner will be held at Red Shores again this February, as well as the Storm Basketball game, and to finish the year we have the Inn at St. Peter's event.
- **Endowment Campaign** – the committee started meeting in February 2016. Valerie Docherty is heading this committee. The plan is to identify 200 people to donate \$5000.00 to put into our endowment fund which will be managed by the Community Foundation of PEI. We are contracting with Confound Films to make a clip that can be posted on social media. There will be an official launch in communities across the Island this fall.
- **Sumac Update** - Sumac is a program that we have started using for managing our contacts, database, donors and case management. We are rolling it out in West Prince and will continue in each office as the fall continues.
- **Federal Government Infrastructure Grant** – there is \$90,000 earmarked to our organization by the Federal government. We don't know how to access this money yet, but we are working on it. We are looking at building on to our office space upstairs, and updating the Second Stage units.
- **Hub – now called Bridge** – there are 52 Hubs across the country and they are all branded differently. Ours is called Bridge. It is for cases for clients that are at imminent risk. Often many service providers have a small piece of information, this is a mechanism for all of those pieces of information to come to light, so we can collaborate and better help our clients. They are operating within privacy legislation. The feedback is very positive; the rate of clients that connect with services is 94%.

11. Second Stage and SAS

Occupancy Report- we are currently full in both properties

Conflict of Interest Policy – to be carried forward to the next board meeting on October 19th, 2016

Budget Analysis for both locations – Danya reviewed the budget analysis for SS and SAS. We have a shorter year with SS this year to align the year end with SAS house, which is December 31, 2016.

2017 Budget Approval for both locations

MOTION: To approve SS budget for 2017

M/S: Kathy Bigsby/Lee Anne Farrar

CARRIED

MOTION:To approve SAS Budget for 2017

MOTION: Kathy Bigsby/Selina Pellerin

CARRIED

12. Other Business

None

13. Personnel – One Item

14. Next Meeting Date and Adjournment

October 19th, 2016 at 5:30pm, at the FVPS Boardroom in Charlottetown

Motion to adjourn: Kathy Bigsby

Actions:

Send out 2016-17 Board of Directors list to board members

Move Conflict of Interest Policy to next meeting

Chair

Date

Secretary

Date