

PEI Family Violence Prevention Services, Inc.
Board Meeting
October 17, 2017 (5:30-7:30pm)
Location: FVPS Office, Charlottetown, PE

Present: Amanda Cudmore, Leslie Hadfield, Alanna Jankov, Shira Zipursky, Selina Pellerin, Shannis Gray, Margaret Kennedy, Tina Pranger, Danya O'Malley (ex officio), Dara Rayner (ex officio), Lindsay Merrill (Guest), Ruby Merrill (Guest)

Regrets: Lee Anne Farrar, Shauna Reddin, Lauren McQuaid

A. Business

1. Approval of Agenda

MOTION: To approve the agenda as revised, move item #4 to end of agenda.

M/S: Amanda Cudmore/Selina Pellerin

CARRIED.

2. Approval of the Minutes

MOTION: To approve the minutes of September 20, 2017 as presented.

M/S: Margaret Kennedy/Amanda Cudmore

CARRIED.

3. Presentation – Development Coordinator, Lindsay Merrill

Lindsay presented to the board about our organization's events - fundraising, community events, the annual financial campaign, etc. She also talked about other aspects of her work such as writing grants and managing awareness campaigns through her role as Development Coordinator. She discussed how to expand our ongoing events and how to attract sponsors. She provided a spreadsheet on the events we've run over the past five years and the net profits from those events. This is to augment the board's discussion on fundraising and how we can best direct our efforts.

4. Motion for New Signing Authorities

MOTION: To remove Bill MacLeod (past Chair) and add Tina Pranger (current Chair) as signing authority at Provincial Credit Union. The four signing authorities for the account will be Tina Pranger, Danya O'Malley, Dara Rayner and Ellen Ridgeway.

M/S: Alanna Jankov/Selina Pellerin

CARRIED.

MOTION: To remove Norma McColeman and add Lee Anne Farrar as signing authority in East Prince. The two signing authorities on the account at Consolidated Credit Union will be Danya O'Malley and Lee Anne Farrar.

M/S: Margaret Kennedy/Leslie Hadfield

CARRIED.

5. Provincial Budget Submission for 2018

Danya reviewed the budget with the board and discussed the changes in the budget that will be sent to the provincial government in November. We did not receive an increase in the provincial grant for 2017-18 and the union payroll contract increased by 2.5%.

MOTION: To submit budget as amended.

M/S: Selina Pellerin/Alanna Jankov

6. ED Report

Fundraising Update – Most of our fundraising these days is for the *Make it your business!* video project.

The City of Charlottetown is the platinum sponsor for the event. We are approaching other groups and businesses to sponsor the project. This is set to film on the last weekend of October. It discusses a range of safe interventions for someone witnessing family violence. Launching during FVP Week.

Law Foundation Project – this will be ready to be screened for the next meeting. This video is on our services and is being voiced over in 5 languages. All taping has been completed and the project is in its final production stage. A friend of Amanda's was the actress playing the client. She greatly enjoyed the day.

7. Second Stage & SAS

Occupancy Report – We have been full at both SS and SAS. As is the recent trend, when one person vacates an apartment we are able to fill the vacancy right away with a client seeking housing.

Budget for 2018:

SAS: The SAS budget was reviewed and the variances discussed. The big change is a decrease in our heating budget to be in line with recent actual costs. The replacement reserve amount listed in the budget last year was incorrect and the adjusted amount is listed in the 2018 budget.

SS: The Second Stage budget was reviewed and has fewer changes over the previous year than SAS. The auditor fees have been increased as they have been higher in recent years, as well the repair and maintenance budget has been increased to reflect actual costs.

MOTION: To approve the SAS and SS budget as presented.

M/S: Shannis Gray/Amanda MacLean

CARRIED.

SAS Client Review Document

Danya reviewed the client visit document and highlighted the additional information that CMHC would like us to provide to the Board in our meetings. CMHC is asking for the board's comments by October 27th, 2017. The board thanks CMHC for their thorough review, and is pleased to see that we are in compliance with many of their recommendations. The board has been made aware of the recommendations that are to be implemented in future and will follow through, with exception of discontinuing the manual rent records.

8. Board Business

Attendance – Tina wanted to remind people of the importance of attending the board meetings. She hopes that people will confirm promptly with Dara in advance so that we are well aware if we have quorum in advance. The bylaws state that directors must attend 75% of board meetings, which is no more than approximately 3 absences a year. **Tina also requests that if you must be absent that you email her as well as Dara about the absence so they are both aware.**

Endowment – We are at 63.5% of the endowment campaign. In January, Valerie spoke with the Board about how to help with the Endowment Campaign. **Tina has requested that the board members email her letting her know how many people they feel comfortable approaching.** The Endowment Committee appreciates any participation from the board.

Executive Committee –The Executive Committee (Lauren, Tina, Amanda & Selina) will be able to provide support to the ED on issues that arise between meetings that require immediate response. The executive will inform the board of any of these issues at the next meeting.

Board Positions – Margaret Kennedy is leaving the board to move to Ontario. Her wealth of experience and wisdom will be missed. We will need someone to fill the balance of Margaret's

term. Danya has been approached by a couple of individuals and will find out if they're willing to join for the balance of the term remaining. She's present the interested individuals to the board at the next meeting.

9. Other Business

Shira asked if there has been any feedback on the current #metoo movement on social media. Is it sending the right message? The board discussed the pros and cons of this type of messaging. The board is requesting training on media responses if ever approached for a statement.

10. Personnel – New Staff Member

Lee Anne Farrar was promoted to Outreach Coordinator, we interviewed for the Administrative Support Services position and hired Carly Levy.

B. Leadership

11. Fundraising and Financial Sustainability – to move to the next meeting.

Next Meeting: *Tuesday, November 21, 2017 at 5:30pm*

Motion to Adjourn: Alanna Jankov

Actions: Provide Tina a description/fact sheet of the organization (SS, SAS, Outreach, AH, etc)

Chair

Date

Secretary

Date