

PEI Family Violence Prevention Services, Inc.

Board Meeting

September 11th, 2019 (5:30-7:30pm)

Location: FVPS Office, Charlottetown, PE

Present: Tina Pranger, Danny Gallant, Caroline MacRae, Andrea LeClair Sheffler, Melissa Munro-Bernard, Selina Pellerin, Bridget Morriscey, Danya O'Malley (ex officio), Paxton Caseley (ex officio)

Regrets: Mary Rogers, Shira Zipursky, Kent Bruyneel

1. Introduction of New Members

Tina introduced Bridget Morriscey to the Board and members introduced themselves to her.

2. Election of Board Executive

Danya called for nominations from the floor for Chair of the Board. Danny nominated Tina seconded by Andrea. Danya called three times further nominations and hearing none Tina was declared Chair for her final year on the board.

Tina took over as Chair of the meeting. She called for nominations for Vice Chair. Caroline nominated Andrea and this was seconded by Melissa. Tina called three times for further nominations, hearing none Andrea was declared Vice Chair. Tina called for nominations for Secretary; Danny nominated Selina and this was seconded by Caroline. After calling for further nominations and hearing none, Selina was reappointed as Secretary. Tina called for nominations for Treasurer; Andrea nominated Kent and this was seconded by Melissa. After calling for further nominations three times and hearing none, Kent was declared Treasurer.

3. Approval of Agenda

Tina requested that personnel be moved to the last item on the list as it pertained to the Executive Director.

MOTION: Motion to accept the agenda as amended.

M/S: Danny Gallant/Bridget Morriscey

CARRIED.

4. Approval of the Minutes

MOTION: To approve the May 15th, 2019 minutes without amendment.

M/S: Andrea LeClair Sheffler/Danny Gallant

CARRIED.

5. FVPS Budget Analysis

Danya presented a summary of revenue and expenditures to date. As it is still early in the year, there is little to report on aside from some revenue increases. Revenue is ahead of schedule due to the 86k raised from Burger Love. Fresh Media is interested in continuing to support FVPS in the future and Danya would like to try to use the Give Back Burger money for prevention programming. On the expense side, the only item over budget is Repairs and Maintenance. We have a new person doing some odd jobs in the shelter and a number of much needed repairs have been completed, such as replacing the flooring in the staff office.

6. Signing Authorities (WP/FVPS)

West Prince has a new outreach coordinator, Karen MacCarville, who will need signing authority for the bank account for the West Prince region. The West Prince bank account is mainly used to deposit rent and 50/50 deposits from Vinny's – a local restaurant.

MOTION: To approve Danya O'Malley and Karen MacCarville as signing authorities for the West Prince bank accounts with Evangeline Credit Union.
M/S: Danny Gallant/Caroline MacRae
CARRIED.

Current signing authorities for the FVPS main bank account are Danya O'Malley, Ellen Ridgeway, Dara Rayner, and Tina Pranger. Ellen Ridgeway is on medical leave and Tina Pranger lives out of town, therefore complicating the process of getting cheques signed, especially those made out to one of the signing authorities. The auditor mandates that signing authorities cannot sign a cheque that is made out to them. Therefore, Danya would like the Board to name Development Coordinator, Lindsay Merrill as an additional signing authority.

MOTION: To approve Danya O'Malley, Dara Rayner, Lindsay Merrill and Tina Pranger as signing authorities for the FVPS bank accounts with Provincial Credit Union.
M/S: Andrea LeClair Sheffler/Danny Gallant
CARRIED.

7. ED Report

- **Women's Shelters Canada Meeting** – Danya attended the meeting of the Women's Shelters Canada Advisory Circle in late August. Highlights from the meetings included a point raised by the Head of Ontario Shelters, Marlene, who stated that women of financial means do not access shelter due to stigma when in reality some of these women are at high risk and could use additional security. There is currently ongoing research on Second Stage shelters across Canada. In many areas there is no core funding available for Second Stage shelters in Canada. Some other regions are pushing for increases in funding to be indexed to inflation.
- **Federal Election** – There was a list of questions circulated at the conference for people to ask Federal Election candidates at their door or during debates. Danya will share the list with the Board and it will be shared through FVPS social media. Members are encouraged to share the list.
- **Evaluation** – Nishka's evaluation has been circulated and is to be reviewed prior to the strategic planning process.

8. Second Stage and SAS

- **Occupancy Report** – Still at capacity. There has been some turnover in tenants, though we still have a need for more housing to accommodate the ongoing demand that exceeds our capacity.
- **Budget Analyses and 2019 Approval** – Danya presented a summary of revenue and expenses for Second Stage Housing. The board was also asked to approve the budget for 2020.

MOTION: To accept the 2020 budget for Second Stage Housing as presented.

M/S: Caroline MacRae/Danny Gallant

CARRIED.

Danya presented a summary of revenue and expenses for SAS House Inc. The board was also asked for approve the budget for 2020.

MOTION: To accept the 2020 budget for SAS House Inc as presented.

M/S: Andrea LeClair Sheffler/Melissa Munro Bernard

CARRIED.

- **Management Letters** – The auditor's management letters for SAS and Second Stage were rather short. Amongst some of the mentions was the fact that Peter Knox (SAS/SS maintenance) doesn't list an HST number on his invoices. This is because he makes less than 30k a year, therefore he is not obligated to charge HST. This is typically flagged every year during the audits. The auditor did find one instance of rent geared to income where the tenant's proof of income was not attached. Care will be taken to carefully document justification for calculated rents.

9. Other Business – Nothing at this time.

10. Meeting Content – Meetings are now 90 minutes long, Danya asked the Board what they would like to focus on during that timeframe and if there was a preferred structure. Tina would like to continue to give the Executive Director 60 of the 90 minutes to talk about operational business and reserve the remaining 30 minutes for board business. Danny mentioned he would like to learn more about the finer details of the organization and learn more about the typical day-to-day operation. Andrea would like to know more about any issues that arise and learn more about outreach. Caroline mentioned she liked the presentation Danya gave on how FVPS differs from other agencies. Danya can prepare 15 minute presentations for the next four meetings to go over different aspects of FVPS (AH, Outreach, housing, etc.). The board feels that they need to be further educated on the organization so they feel prepared to represent and discuss the work with others. Tina would like to see a balance of information and topics of interest.

11. Board Business

- **Selina Pellerin** – Selina recently had a baby girl, Sophie Pellerin. Tina suggested that the Board send a card to congratulate her.
- **Strategic Plan** – Tina discussed the need for a 5-year strategic plan. Three consultants were approached to respond to our request for proposals (RFP) and ultimately Nishka Smith was chosen. She suggested developing a working group and outlining our goals. Next steps include establishing a working group (as per Nishka’s suggestion) and having a meeting on Friday, September 13, 2019 with Nishka. The working group will consist of the Executive Director, Chair, and Vice Chair. The group is ongoing to help Nishka establish terms of reference. Danny volunteered to be part of the group. Tina suggested a half day meeting on a Saturday to work on the planning.
- **Volunteer Recognition** –Tina would like to have an event to recognize our volunteers, which would include those who have given a significant amount of their personal time to support our organization (e.g. members of endowment committee, Inn at St Peters, Harmony House, etc.). There had been a previous discussion on hosting this event at Anderson House, however Danya recommended we find an alternative location. The shelter has been very busy with a lot of complex cases. Tina also pointed out that the public perception of having residents leave the House for a couple hours while an event takes place would not be favorable. However, a slideshow of the shelter would be a good alternative to help demystify the house and for people to learn about Second Stage and SAS. Proposed November 15th as the date and Andrea suggested The Queue (part of the Pilot House) as a possible location as it is accessible.

12. Personnel – *in camera*.

13. Next Meeting Date and Adjournment
(5:30pm, October 16, 2019, FVPS Board Room)

Chair

Date

Secretary

Date