

PEI Family Violence Prevention Services, Inc.
Board Meeting
September 20th, 2017 (5:30-7:30pm)
Location: FVPS Office, Charlottetown, PE

Present: Amanda Cudmore, Lee Anne Farrar, Leslie Hadfield, Shauna Reddin, Margaret Kennedy, Tina Pranger, Danya O'Malley (ex officio), Dara Rayner (ex officio)

Regrets: Alanna Jankov, Shira Zipursky, Selina Pellerin, Shannis Gray

A. Business

1. Election of Board Executive

Danya chaired the meeting and called for nominations for Board Chair. Amanda Cudmore nominated Tina Pranger. Margaret Kennedy seconded the motion. Danya called for further nominations 3 times, hearing none Tina was declared Board Chair.

The meeting was turned over to our new Chair, Tina Pranger. Tina called for nominations for Vice Chair. Amanda was nominated and seconded by Margaret and Leslie. Tina called for nominations three times. Hearing none, Amanda was declared Vice Chair.

Tina called for nominations for Secretary. Selina was nominated and seconded by Amanda and Lee Anne. Tina called for nominations three times. Hearing none, Selina was declared Secretary.

Tina called for nominations for Treasurer. Lauren was nominated and seconded by Leslie and Lee Anne. Tina called for nominations three times. Hearing none, Lauren was declared Treasurer.

2. Approval of Agenda

MOTION: To approve the agenda as presented.

M/S: Margaret Kennedy/Amanda Cudmore

CARRIED.

3. Approval of the Minutes

MOTION: To approve the minutes May 17, May 24, & August 30, 2017, as presented.

M/S: Amanda Cudmore/Lee Anne Farrar

CARRIED.

4. FVPS Budget Analysis

Danya review the budget versus expenditures for the year thus far. The organization is on track for where we would expect for expenses. She mentioned that we haven't received the money for the Child Care Grant, we are waiting to hear about the status of the grant. Our donations are close to \$70,000 which is higher than average for this time of year.

5. Endowment Campaign

The committee continued to meet throughout the summer and will continue until March 2018. We are halfway to our goal of raising 1 million dollars. Later in the fall Martha Deacon will be hosting a reception where 10 committed donors would take 2 people each to the reception with the hope of the two new people committing to the campaign at the end of the evening. There is a golf tournament being organized for September 2018.

We have excess cash in our operating fund and there was discussion to move half of the cash (\$145,000) into the Endowment Campaign.

MOTION: To approve allocating \$145,000 out of the operating fund into the Endowment Fund.

M/S: Margaret Kennedy/Leslie Hadfield

CARRIED.

6. **ED Report**

Fundraising Update – We have had several events that have been run by people in the community that has raised approximately \$10,000. The Mom2Mom sale is on October 7th and is always a great event.

Summerside Staffing/Office Space – Norma McColeman has retired from the Outreach Coordinator position in Summerside. Lee Anne Farrar has been the acting Outreach Coordinator for the past year and after an internal interview process she was awarded the position. The Summerside office will be moving to the Harbour Quay building, the same building as Victim Services. The rent is significantly less and is a better space for the offices.

Fall Social – In lieu of a Christmas party there is a fall social being hosted at Tina's. The potential dates are November 17 & 24. Danya will send a Doodle poll to board and staff to get feedback on which event works best.

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 Analyses – SS: The rent collected thus far exceeds our budgeted amount as the tenants are mainly on financial assistance, which is a higher rent than rent geared to income.

SAS: For SAS we are below our budget as the tenants are mainly employed or have other sources of income. Both buildings are on track for expenses.

Capital Replacement Plans – CMHC requires us to document all capital items in SS & SAS that needed to be replaced in the coming years. They have pre-approved a certain budgeted amount for all of these replacements. We still must collect three quotes from appropriate vendors and submit these to the board for approval.

8. **Other Business**

9. **Personnel - None**

B. Leadership

10. Strategic Planning – Part III and Discussion on Priorities for 2017-19

Tina discussed the items that have been raised during our previous planning meetings:

Board Meetings & Structure

Clarifying who we serve

Ideology of the Board

Advocacy and Community Connections

Public Awareness and Education

Financial Sustainability and Fundraising

Update on Services

The need to have specific duties outlined for the executive committee

The board agreed that they would devote the leadership portion of each meeting to talking about these important issues. We would also include presentations from staff so that the board is more informed about what work is happening in the organization.

11. Presentation – Lee Anne Farrar, East Prince Outreach

Lee Anne provided an overview of her role as an Outreach Coordinator. Where she receives her main referrals, promoting awareness in the community and with other service providers, second stage housing, and the one on one support she provides for her clients. Lee Anne and Kara have been teaming up and providing support groups for women between O’Leary and Summerside, they are also starting a support group for men in O’Leary based on need.

12. Next Meeting Date and Adjournment

Motion to adjourn: Lee Anne

Actions: Danya to provide a list of fundraising events now and in the past. What has worked and what hasn’t.

Chair

Date

Secretary

Date