



## DUFFERIN PARENT SUPPORT NETWORK

### BOARD MEETING MINUTES

*Date | time* Feb 10/25 via Zoom

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#### In Attendance

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**Present:** Wendy C (chair), Phyllis N (treasurer), Susan W (secretary), Jessica W, Saket K, Alyssa K (program coordinator), Loren R (project coordinator)

**Regrets:** Saket and Loren both missed part of the meeting

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#### Agenda

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The agenda was approved as presented, with a few minor adjustments.

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#### Land Acknowledgement

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The land acknowledgement was read by Wendy as follows:

“DPSN recognizes that these traditional territories, upon which we live and learn, are steeped in rich Indigenous history and traditions. We also acknowledge there is much reconciliation work to do that honours the recommendations of the Truth and Reconciliation Commission and the United Nations Declaration on the Rights of Indigenous Peoples.”

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#### Approval of January 2025 Minutes

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All approved the minutes for the board meetings held on January 13 and 27, 2025, plus the workshop meeting held on Jan 31, 2025.

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#### Workshop Meeting Jan 31/25

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Loren summarized what had been discussed at the meeting, including new workshops/facilitators and partnerships with other agencies.

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## Coordinators' Report

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**Winter Workshops:** 9 workshops have been scheduled. The first one was cancelled due to facilitator illness and will be rescheduled in the spring. 3 are in-person ones with a limit of 12 people per session.

**Spring Workshops:** There are several workshops in the works for the spring, including some new topics/facilitators plus a couple of in-person series.

**Micro Events:** There is one in the planning stages with a late March tentative date.

### Promotion of DPSN workshops:

**Website:** PSN had 412 site sessions from 326 unique visitors in the last month.

**Facebook** had 937 "likes" and 1048 followers as of Feb 05, 2025. In the last month, our posts have been viewed 5464 times.

**Instagram:** We have 100 followers as of Feb 05, 2025. Our posts have been viewed 134 times in the last month.

**Constant Contact:** We have 15142 contacts. In the last 30 days, the email open rate was 41% and a click rate of 3%. (Industry average is 37% open rate and 1% click rate.)

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## Website

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Alyssa will work on posting a list of past workshops on the website. This little bit of history might help people see what type of workshops have been offered in the past and give people information about topics they may wish to ask for again.

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## Ontario Trillium Foundation - Grow Grant

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Nothing new to report. We are waiting to hear the outcome of our application which was submitted in November.

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## United Way Grant

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We received a letter letting us know that we should be prepared for the likelihood that allocations will be reduced for the year starting April 1, 2026. We currently have been approved for \$8,000 per year for 2 years (April 01, 2024 – March 31, 2026).

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## Dufferin Community Grant

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We have been approved for \$5,000 per year, for 3 years (April 2024 through March 2027). There is an opportunity to reapply, but it was indicated that we

could possibly have a reduced amount than the \$5,000, so the board decided to leave it as is.

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## Promotion and Fundraising

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**Other Grant Opportunities:** Alyssa is working an application for a Sobeyes Community Action Fund donation. Loren will start to work on one for the Rexall Care Network.

**Promotional Events:** Alyssa made a list of events for 2024 - 2025. At the meeting, we went through the list as it stands now (some of the events have not been confirmed for this year) and confirmed a few more in terms of who will attend.

**Charity Village Fundraising Basics Seminar:** Wendy will share her notes from this event.

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## Treasurer's Report

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Phyllis reported that the bank balance as at the end of December (including a GIC of \$25,000) was \$29,886.75.

There was some discussion about bookkeeping when Phyllis resigns from the board in June. Moving forward, Alyssa will take on a bit more of the bookkeeping function in that she will let the board know about invoices and then will be one of the cheque signing authorities, along with Wendy. Then the invoices and cheques will be given to the new bookkeeper Sara, who will enter them into an appropriate format such that Cathy C can do the year end compilation.

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## Deferred to the Next Meeting

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- An event for facilitators, current and prospective, will be addressed once we hear about the current grant application.
- A large event for parents.
- Local businesses and service groups to approach.
- Fundraising.
- Clarify budget for various events.

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## Upcoming Board Meetings

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### Next Meetings:

**Monday, February 24, 2025, 7:15-8:15 pm, via Zoom**

**Monday, March 17, 2025, 12-2pm via Zoom**



## DUFFERIN PARENT SUPPORT NETWORK

### BOARD MEETING MINUTES

*Date | time* Feb 24/25 via Zoom

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#### **In Attendance**

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**Present:** Wendy C (chair), Phyllis N (treasurer), Susan W (secretary), Jessica W, Saket K, Alyssa K (program coordinator), Loren R (project coordinator)

**Regrets:** N/A

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#### **Agenda**

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The agenda was approved as presented, being the items that had been deferred from the previous meeting.

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#### **Event for Facilitators**

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An event for facilitators, current and prospective, will be addressed once we hear about the current grant application.

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#### **Large Event for Parents**

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This requires funding, but in the meantime, plans are to be started. A tentative date will be spring 2026. Loren and Alyssa will work on ideas to share with the board.

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#### **Local Businesses and Service Groups to Approach**

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A list with items (workshops, micro-event, large parent event, facilitator event, etc.) and associated costs will be put together such that we can ask for money to cover specific things.

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#### **Sobeys and Rexall Grant Opportunities**

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The coordinators are working on these applications. At the meeting, there was some discussion about what we are asking for. The Sobeyes grant application is ready to go. The Rexall one, due March 15<sup>th</sup>, is in the draft stage.

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### Deferred to the Next Meeting

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- Fundraising.
- Clarify budget for various events.

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### Upcoming Board Meetings

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#### Next Meetings:

**Monday, March 17, 2025,** 12-2pm via Zoom

**Monday, March 31, 2025,** 7:15-8:15 pm, via Zoom