



DUFFERIN PARENT SUPPORT NETWORK

BOARD MEETING MINUTES

Date | time Mar 17/25 via Zoom

In Attendance

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

Regrets: Saket K; Loren missed the second half of the meeting

Agenda

The agenda was approved as presented, noting that Loren would report during the first half of the meeting.

Land Acknowledgement

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.”

Approval of February 2025 Minutes

All approved the minutes for the board meetings held on Feb 10 and 24, 2025.

Board Meeting Package

It was approved that the board meeting package be sent out by the Thursday prior to the Monday meeting. It was also requested that Alyssa send out invitations (with the Zoom link) for upcoming meetings so that people can add them to their calendars.

Coordinators' Report

Loren reported on the status of some new in-person workshops that have been offered plus some new ones in the works. She also said that the next micro-event is being planned for April.

Alyssa will present the regular coordinator report at the next meeting.

Alyssa has added a page to the website that summarizes past workshops. She added a note for people to feel free to request past workshop and/or to suggest topics for new ones.

Ontario Trillium Foundation - Grow Grant

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

United Way Grant

Nothing new to report. [We previously 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).]

Dufferin Community Grant

Nothing new to report. [We have been approved for \$5,000 per year, for 3 years: April 2024 through March 2027.]

Sobeys Community Action Fund Grant

Alyssa reported that an application for this has been submitted, asking for \$8,000.

Rexall Grant

Loren reported that this application asking for \$22,000 has been submitted.

Promotion and Fundraising

Other Grant Opportunities: Alyssa will investigate other grant opportunities.

Promotional Events: A budget for the upcoming Blues and Jazz festival was discussed; a minimal amount of money will be spent on giveaways, with the possibility of spending more on a kids' entertainer if we receive sponsorship.

Treasurer's Report

Phyllis reported that the current bank balance (including a GIC of \$25,000) was \$25,683.56. Some of the money in the GIC will be needed to meet upcoming expenses.

There was some further discussion about bookkeeping when Phyllis resigns from the board. 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, quarterly, 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. To help with the transition, Phyllis has agreed to stay on as treasurer until September or October of 2025.

Deferred to the Next Meeting

- Coordinators' report for March 2025.
- Budgeting for 2025

Upcoming Board Meetings

Next Meetings:

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

Monday, April 14, 2025, 12-2pm via Zoom

Monday, April 28, 2025, 7:15-8:15 pm, via Zoom



DUFFERIN PARENT SUPPORT NETWORK

BOARD MEETING MINUTES

Date | time March 31/25, 7:15 pm, via Zoom

In Attendance

Present: Wendy C (chair), Phyllis N (treasurer), Susan W (secretary), Alyssa K (program coordinator), Loren R (project coordinator), and Joanne D (guest)

Regrets: Jessica W, Saket K,

Agenda

The agenda was approved as verbally presented, being the items that had been deferred from the previous meeting, with the addition of reviewing the library partnership memorandum.

Introductions

Introductions were made as this was Jonne's first time at a PSN board meeting.

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.

Coordinators' report

Winter workshops: A total of 9 workshops were offered, with 1 cancelled due to facilitator illness. 3 of these were in-person, one in Shelburne, 2 in Orangeville. Attendance numbers varied, with between 6 and 27 for the on-line ones, and for the in-person ones between 3 and 8 (maximum allowed to register for these was

12). The on-line workshops had an average of 2 more people who watched via the recording.

Spring workshops: Alyssa shared the flyer for the upcoming workshops. There are 11 planned, plus a partnership with the EarlyOn to do another series, which is currently on hold due to low registration. Many of the 11 workshops are new or revised topics, with new (to the PSN) facilitators.

Promotion of DPSN workshops:

Website: Google Analytics; 90-page interactions in the past 28 days.
Wix analytics: 298 site sessions from 244 unique visitors in the last 30 days.

Facebook: 938 likes and 1047 followers as of March 26/25. Posts viewed 2134 times in the last 30 days.

Instagram: 118 followers as at March 26/25 Posts viewed 203 times in the last 30 days.

Constant Contact: 1537 contacts. Email open rate was 33% and the click rate was 2%.

Ontario Trillium Foundation – Grow Grant

The grant application was submitted Nov 6, 2024.

United Way Grant

Nothing new to report. We have been approved for \$8,000 per year, April 01, 2024 through March 31, 2026.

County of Dufferin Grant

Nothing new to report. We have been approved for \$5,000 yearly from April 2024 through March 2027.

Sobeys Grant

The grant application was submitted February 26, 2025.

Rexall Grant

The grant application was submitted March 15, 2025.

Orangeville Community Grant

This application was submitted today, March 31, 2025.

Memorandum of Understanding

Loren presented a document that highlights our partnership with the Orangeville Library.

Budget for 2025

Phyllis had submitted a projected statement for 2025. Susan had taken those numbers and broken down the workshop costs further so that we would have a clearer picture of what we have done and what is upcoming. Phyllis had also submitted a projection for 2026, but this was not reviewed at the current meeting.

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