



DUFFERIN PARENT SUPPORT NETWORK

BOARD MEETING MINUTES

Date | time June 10, 2024, 1:00 PM @ DCAFS.

In Attendance

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

Regrets: Sarah J, Saket K

Agenda

The agenda was approved after the addition of the “election of officers for the year 2024 – 2025”.

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 May 13, 2024, Meeting Minutes

All approved the minutes for the board meeting held on May 13, 2024.

Election of Officers

Jessica W motioned and Phyllis N seconded, and it was approved unanimously that Wendy C be the **chair** for the year starting June 10/24 and ending following the June 2025 AGM.

Jessica W motioned and Susan W seconded, and it was approved unanimously that Phyllis N be the **treasurer** for the year starting June 10/24 and ending following the June 2025 AGM.

Jessica W motioned and Wendy C seconded, and it was approved unanimously that Susan W be the **secretary** for the year starting June 10/24 and ending following the June 2025 AGM.

Meeting Processes

There was some discussion about the regular board meetings and the following was decided upon:

- i) **Agenda items:** please send to Wendy, Alyssa and Susan by the Wednesday prior to the board meeting, such that the agenda may be sent out on Thursday, giving everyone a chance to look at the agenda, read the coordinators' report, and any other attachments, prior to the weekend if so desired. (It was recognized that some people do not have time on the weekend to prepare for the Monday meeting.)
- ii) **Agenda items:** may be added at the meeting, but it is preferred that they be added ahead of time if possible.
- iii) **Timing:** we will continue with the meetings on Mondays from 12 – 2pm, noting that sometimes people cannot stay past 2, and some may need to leave the meeting prior to that. The most critical items will be put on the first part of the agenda, in case there is not enough time to get to everything.
- iv) **Virtual meetings:** It is suggested that, if possible, everyone have their cameras on so that it is easier to see who might wish to speak (and see who is speaking) to help reduce some of the challenges of virtual meetings.
- v) **Reminders for meetings:** It was suggested that the meeting invitations include a “yes”, “no”, “maybe” re attendance (and if anything changes, to let the chair and the coordinator know so that quorum may be assured) and that if needed, people set up a reminder on their own calendars (ie day before the meeting, the day of, an hour before)
- vi) **Add “feedback” to the addenda as a regular item:** This idea was related to keeping the board up to date on what participants are saying about workshops. Alyssa said she could share this ongoing with the chair, and then by season with everyone.

Confirmation of Coordinators' Contracts

The contracts, for the 2024 – 2025 programming year, with attached position descriptions, were presented to everyone prior to the meeting. At the meeting, Jessica W motioned, and Phyllis N seconded, and then all approved that they be accepted as presented. Alyssa and Loren will sign and return.

Titles for the Coordinators

The contracts are using the titles of “program coordinator” and “project coordinator”. There was not much time to discuss this. Any ideas for changes to these titles should be submitted to Wendy and/or the rest of the board, so that they can be discussed at the next meeting.

Treasurer's Report

Phyllis reported that the current bank balance is \$45,673.60.

Subcommittees

After a brief discussion, it was decided that committees should be struck as needed, rather than having them more formerly formed at the beginning of the year and lasting throughout it.

It was also noted on the agenda, that all board members are asked to continue to:

- be on the alert for any prospective funders,
- spread the word about the Parent Support Network via their own personal and professional contacts.

Communications

SLACK is intended to make communications easier to access, and to make decisions quicker. All members are asked to respond ASAP to any request for input, especially on things that are urgent. Group emails are still happening from time to time; when initiating a group email, please also put a note on SLACK that lets people know about it.

Coordinator's Report

Spring workshops: Alyssa reported on spring workshops. Registration numbers were mostly good (one workshop was cancelled due to very low numbers). Some people have requested that workshops be recorded so that they can see them later.

Promotion of DPSN workshops:

Google Analytics showed 42-page interactions in May.

Facebook had 926 “likes” and 1028 “followers” as of June 09, 2024. Our posts have been viewed 11,666 times in the last month.

We have 1426 email contacts. May emails saw a 41% open rate and a 3% click rate.

United Way Grant

Nothing new to report. We have been approved for \$8,000 per year for 2 years (April 01, 2024 – March 21, 2026). The 2023-2024 report was submitted April 26, 2024.

Dufferin County Community Grant

Nothing new to report. We have been approved for \$5,000 per year, for 3 years (April 11, 2024 and April 10, 2027).

Orangeville County Community Grant

The grant was approved for \$2,600. This is one-time funding.

Community Services Recovery Fund Grant

Exploring In-Person Workshops:

The coordinators are working with the EarlyOn to present some in-person workshops in the fall.

They are also meeting with DCAFS staff to discuss facilitation.

The coordinators and board are working on some other in-person workshops like “How to Talk so Kids Will Listen” and one that focuses on infants.

Website Redesign: The new website is now live!

Rebranding: The new name and logo continue to be launched on social media and through emails.

Advertising:

Loren has reached out to many local businesses and partners, including the Orangeville Citizen and Orangeville’s radio station.

11 schools opted to include our brochures in their kindergarten welcome packages.

Loren and Alyssa attended the Grand Valley Duck race and handed out info to approximately 300 families.

25th Anniversary: 1) Family Fun event: Blues and Jazz Festival: This event was a great success, with many families approaching the booth. Some signed up on the spot for the workshop email list, while others took the flyers.

2) Celebrate Parenting event: This event was sold out, and attendance was good. Wendy shared some of the history of the Parent Support Network (the presentation in its entirety that Barbara Horvath wrote will be posted on the website.), and then Art as Therapy did some activities with the group. There was food and a bit of opportunity for networking.

Policy Updates

Nothing new to report.

Next Meeting: to be confirmed.
