



DUFFERIN PARENT SUPPORT NETWORK

BOARD MEETING MINUTES

Date | time Sep 11 2023 12:30 PM at DCAFS

In Attendance

Present: Nichole M (chair), Phyllis N (treasurer), Susan W (secretary), Wendy C, Neetu D (left early), Alyssa K (coordinator)

Regrets: Kolleen S

Land Acknowledgement

The land acknowledgement (see below) was not read at the current meeting.

“DPSN acknowledges that the lands upon which we live and learn are Indigenous territories steeped in rich history and traditions. With this acknowledgement, we declare our desire to honour and respect the past and present connection of Indigenous peoples with this land and all of its resources.”

Agenda

The agenda was approved after the following were added:

- i) Update on coordinator position
- ii) Coordinator report
- iii) AGM minutes

Approval of June 2023 Meeting Minutes

All approved the minutes for the Annual General meeting held on June 12, 2023, as well as the minutes for the Board meeting that followed immediately afterwards.

Board Member Paperwork

It was noted that all board members that were at the June 12/23 meeting signed the paperwork required to be directors, and those that were not at the meeting will be signing them in September.

Coordinator Position Update and Vice-Chair Position

Between the June and September board meetings, the board received the resignation of Amanda F., the coordinator. The board approved (via email) a 3-month contract for Alyssa K to be the coordinator, giving time for the board to post the position and conduct interviews, with the goal of having the new coordinator start in November, such that Alyssa has time to train them prior to the end of her 3-month contract. Laura (previous coordinator) has agreed to be available on a consultant basis throughout the transition.

As Alyssa was the vice-chair of the board, that position will be vacant during Alyssa's temporary leave of absence from the board.

Phyllis will email Amanda (previous coordinator) to set up a time to retrieve the DPSN display board and knapsack.

Posting for new board members

Alyssa will post, on a variety of sites, a notice indicating that the DPSN is looking for volunteers interested in assuming a role as a board member.

Coordinator's Program Report

1. Fall workshops: Alyssa is in the process of setting up workshops, with the start date of early October.

2. Promotion of DPSN workshops:

i) Alyssa reported that in August the website had 35 page interactions.

ii) Facebook had 886 "likes" and 973 followers as at September 7.

iii) Alyssa is considering purging the contact list re emails that bounce back or are undeliverable. This will provide more accurate information in terms of opening, and engaging in the content of, the emails.

iv) United Way Speakers Bureau: There may be an opportunity for someone to speak about DPSN and how we have benefitted from the United Way funding.

3. Volunteer Canada: The AGM is on Sept 28th from 1 – 2:30. Anyone interested in attending is to notify Alyssa.

Treasurer's Report

Phyllis reported that the current bank balance is \$70,328.48

Ontario Trillium Foundation Resilient Communities Grant

The final payment was received and Laura (previous coordinator) sent off the report, so the OTF Grant is now completed.

Community Choice Grant (Rotary Club of Orangeville Highlands)

DPSN received \$2,000 from the Rotary to be used this fall.

United Way Grant

Applications for 2024 -2025 are expected to open in early fall.

Dufferin County Grant

We have been approved for \$12,000 for this year. This funding goes towards the Group Education Program.

Community Services Recovery Fund Grant

We have received \$38,000 to help update the website, enhance outreach and further implement the fundraising/strategic plan. As part of this, a new laptop to be used by the DPSN coordinator has been purchased.

Website Committee

The website committee (Alyssa, Neetu and Nichole) will be meeting soon and will present the board with a proposal about how to proceed with updating the website.

Coordinator Hiring Committee

The hiring committee (Susan, Wendy, Nichole and Alyssa), with the help of the board, have come up with a plan for posting the job and then interviewing candidates with the goal of having a new coordinator by early November.

Strategic Planning

Nichole took the list that Lon (fundraising consultant) had prepared and broke it down into smaller items. This list will be sent to all board members in October and then we will discuss how to proceed with the list in November.

To Do List

Added: "Ask a Parent" idea that Laura (previous coordinator) had had on a previous report.

Next Meeting: Monday, Oct 16 2023, 12:30 – 2:30pm, via Zoom.
