



## DUFFERIN PARENT SUPPORT NETWORK

### BOARD MEETING MINUTES

*Date | time* Nov 13, 2023 12:30 PM via Zoom

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#### In Attendance

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**Present:** Wendy C (acting chair), Phyllis N (treasurer), Susan W (secretary), Neetu D, Alyssa K (coordinator), Loren R (project coordinator), Jessica W (guest)

**Regrets:** Kolleen S

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#### Agenda

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The agenda was approved as presented.

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#### Land Acknowledgement

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The land acknowledgement (see below) was read by Wendy.

“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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#### Introductions

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Everyone introduced themselves as there were 2 new people attending.

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#### Approval of October 16, 2023, Meeting Minutes

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All approved the minutes for the board meeting held on October 16, 2023.

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#### Between Board Meetings

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- 1) DPSN received the resignation of Nichole from the board.
- 2) The board approved, via an interim Zoom meeting, that Alyssa be offered the contract of coordinator until the end of June 2024.
- 3) Via email, the board approved that Loren be offered the contract of project coordinator until the end of June 2024.

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## Election of Board Chair

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Phyllis moved, and Neetu seconded that, Wendy become the interim chair. All approved.

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## Coordinator's Program Report

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**Fall workshops:** Alyssa reported that registration has been good, with attendance somewhat low. It appears that this is comparable to last fall. It was suggested that the coordinator(s) follow up on the reasons that people are not coming, so that we might better address any issues under the control of DPSN.

**Promotion of DPSN workshops:**

Alyssa reported that in November the website had 73-page interactions.

Facebook had 899 “likes” and 988 followers as of October 10<sup>th</sup>. Our posts have been viewed 2,222 times.

DPSN has 1617 email contacts; email open rates reported were 54% with a 4% click rate.

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## Community Choice Grant (Rotary Club of Orangeville Highlands)

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This has been put towards our regular operating budget.

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## United Way Grant

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Alyssa has submitted the application, asking for \$20,000. We expect to hear the outcome in February 2024.

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## Dufferin County Grant

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Nothing new to report.

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## Community Services Recovery Fund Grant

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Loren has been contracted until the end of June 2024 to focus on the action list. She will work in conjunction with Alyssa and the board to enhance our network.

An event to celebrate the relaunch of DPSN and its 25<sup>th</sup> anniversary was briefly discussed. Alyssa and Loren will start to do some work on this – to look at dates, possible speakers and venues.

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## Princess Margaret Public School – Holiday Craft Fair

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As reported last month, Alyssa, Wendy and Susan will attend this fair with the goal of reaching out to more parents (and others) who might not know about DPSN.

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## Christmas in the Park

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Wendy and Phyllis will look after setting up our display at Kaycee Gardens in Orangeville.

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## DPSN Cell Phone Plans

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Alyssa presented 3 options. It was suggested that she approach our current provider to see if they can reduce the cost of our current plan.

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## Communication Tools

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Alyssa presented 3 options of apps for use by the board and the coordinators, making day-to-day communication easier. It was decided that she go ahead with SLACK (Pro).

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## Recruitment of New Board Members

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Between board meetings, Alyssa reported that she had sent, via the DPSN email list, a notice indicating that we were looking for board members. One of the people who responded to it was at today's meeting.

One person who had applied to the coordinator position was asked if she wanted to consider joining the board (after she had withdrawn her application; she decided to pursue a full-time position elsewhere.) She declined, saying she did not have enough time currently.

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## Treasurer's Report

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Phyllis reported that the current bank balance is \$66,698.35. This includes the Community Service Recovery Grant. Phyllis also reported that she has invested some of the money into a GIC.

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## Website Committee

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Alyssa presented 3 options for contractors to consider for the website redesign. As Wendy knows one of them, she refrained from the conversation and voting. A local person, Chelsea M, was approved by the rest of the board members present.

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## Coordinator Hiring Committee

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As noted previously, it was determined to keep Alyssa on as the coordinator. The focus of the hiring committee, for the second set of interviews, became the project coordinator position, with Loren being offered the position.

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## Policy Updates

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Hiring documents (position descriptions, interview questions, etc.) have been added to the policy/procedure manual.

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## To Do List

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Nothing new added.

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## Parting Gift

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The board approved a card and gift for Nichole, outgoing chair and board member. She will be invited to the December luncheon meeting so that she can be presented with it. The past chair and coordinator will also be invited.

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Next Meeting: Monday, Dec 11, 2023, 11:30 – 2:00 pm, in-person at The French Press

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