



## DUFFERIN PARENT SUPPORT NETWORK

### BOARD MEETING MINUTES

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*Date | time* May 08, 2023 12:30 PM via Zoom

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#### In Attendance

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**Present:** Barbara H (chair), Nichole M (vice-chair), Phyllis N (treasurer), Susan W (secretary), Neetu D, Alyssa K, Karen R-S, Wendy C, Laura L (coordinator), Amanda F (coordinator), for part of the meeting: Lon W (fundraising consultant)

**Regrets:** Kolleen S; Karen R-S left before the end

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#### Land Acknowledgement

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Barbara read the land acknowledgement:

“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.”

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#### Introductions

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Amanda F, the new coordinator, was introduced to the board members and to Laura, the current coordinator.

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#### Approval of April 2023 Meeting Minutes

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Noting that the date needed correcting, all approved the minutes for the board meeting, held on April 03, 2023.

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## Coordinator's Job Description and Hiring Committee

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The hiring sub-committee summarized the process of hiring the new coordinator: the 3 hiring committee members individually rated the resumes received and then looked at those ratings to choose the candidates that were felt to best fit the needs of the DPSN. A total of 11 people were interviewed via Zoom, and then an in-person interview was done with the top candidate.

The committee then submitted to the board for approval, the resumes, along with notes from the interviews, for the top 3 people, with the recommendation that Amanda F be chosen. **All approved this choice between board meetings via email.**

The contract for the new coordinator was submitted for comments and then **approved by the board via email between the board meetings.**

At the current meeting, Laura reported that she has a binder to give to Amanda with detailed information about various aspects of the position. They will work in tandem for the next few weeks, including attending workshops. Nichole will show Amanda around DCAFS, where DPSN has a mailbox.

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## Ontario Trillium Foundation Resilient Communities Grant

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Lon joined the meeting in order to report on next steps. A committee comprised of Amanda, Alyssa, Nichole and Neetu will work with Lon on enhancing awareness of DPSN and building relationships within the community, with the 5-year goal of reaching 2,000 families annually.

Laura and Phyllis will work on the report for the OTF Grant, which is due in August.

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

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Right after the current board meeting, a couple of board members will be on hand to receive the \$2,000 cheque from the Rotary. We are grateful for all who voted for the DPSN, as well as for the Rotary for offering these community grants.

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## United Way Grant

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Nothing new to report.

Applications for 2024 -2025 will open in the summer or early fall.

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## Dufferin Community County Grant

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We are waiting to hear the official outcome of our grant application.

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## Community Services Recovery Fund Grant

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Nothing new to report. We are asking for \$38,500 to help update the website, enhance outreach and further implement the fundraising/strategic plan. We expect to hear results on May 16.

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## DPSN Policy Review

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Between board meetings, there was a meeting where the police checks policy was discussed further, but no consensus was reached. At the current board meeting, police checks were discussed once again, and it was decided to keep the current policy of all board members and the coordinator having a police check done when starting at DPSN. The police check to be done could be either criminal or vulnerable.

There was a proposed communications policy that was reviewed between meetings, with approval of it at the current board meeting.

The entire policy manual was then approved as is, with any changes going further being noted with the “effective date” next to the heading for the section that was added/modified.

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## Coordinator's Program Report

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1. **Spring workshops:** i) The first few workshops were offered with attendance varying. One that had low attendance was on a hockey playoffs night.

ii) **Daytime workshops:** Laura is working with the EarlyOn; there will probably be 1 daytime workshop this spring (rather than 2).

**2. Promotion of DPSN workshops:**

i) Laura reported that in April the website had 118 new users.

ii) Two emails were sent out in April. On April 1<sup>st</sup>, a DPSN survey was sent out; its open rate was 48%. On April 22, another mailing had an open rate of 50%. The email list is now at 1,141 people.

iii) Facebook had 865 “likes” and 950 followers as at May 2nd.

iv) Local newspaper: Laura is pursuing the possibility of a (free) editorial piece on the DPSN, as another way of getting our name out to the public. As well, DPSN was mentioned in the Caledon Citizen in an article about volunteering as well as the Orangeville Citizen in an article about the recipients of the Rotary Club Community Choice Grants.

vi) Laura emails the workshops to all schools in Dufferin County and is considering sending to those in other areas, especially Wellington and Guelph.

vii) Kindergarten orientation nights: brochures to be distributed to the various local schools.

**3) Ask a Parent:** Laura is wondering about setting up an “Ask a Parent” conversation (on Facebook) where people can ask questions and then DPSN provides an answer.

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### DPSN Business Cards

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The business card template had been up for discussion prior to the meeting, and with a few changes, was approved at the current meeting.

Wendy will work with Alyssa and have 100 copies printed via Wendy’s contact.

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### Treasurer’s Report

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Phyllis reported that the current bank balance is \$24,371.76.

The board approved 3 members to be the signing authorities for banking.

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### AGM

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The AGM will include an OTF Grant recognition event, with Sylvia Jones, MPP, and the media being invited to attend.

Barbara noted the following people/board positions will be up for election at the June meeting: Nichole/Chair; Alyssa/Vice-Chair; Phyllis/Treasurer; Susan/Secretary.

Karen announced that she would be stepping down as a board member.

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### To Do List

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A few things have been taken off of the list and a few more will be added. Susan, as secretary, has been keeping track of the list and providing it to the chair.

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Next Meeting: AGM: Monday, Jun 12, 2023, 12:30pm, in-person at DCAFS.  
To be followed by a regular Board Meeting.

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