



# MINUTES

*Date | time* 4/14/2014 1:00 PM | *Meeting called to order by* Barbara H.

---

## In Attendance

---

Barbara H. (chair for beginning), Kolleen M. (chair) Jan P. (recorder – left early), Phyllis N., Laura L. (coordinator), Joan O'B Curtain, Cris (WGDPH), Christine M., Shirley M. (arrived at 2 pm)

---

## Approval of Agenda

---

Motion: Barbara                      Second: Jan

---

## Approval of Minutes from March, 2014

---

Motion: Barbara                      Second: Phyllis

---

## Strategic Planning

---

-Honda Grant (covers administrative costs) requires a 3-5 year plan. Jan and Laura will meet to prepare a draft plan using the outdated strategic plan as a guideline.

---

## Coordinator's Report

---

Some highlights of Laura's report as per discussion were:

- A. Banner: our material has not been printed. Laura will meet with Angela, our Sales Rep, to get more information about the situation. She will also send material to the Orangeville Citizen
- B. The Parent Councils did not seem interested in applying for a regional PRO grant. Laura will send a letter to each school and the Chair of the Parent Council, offering DPSN's tools for applying for a PRO grant and suggesting topics. Kolleen will share the templates she has developed for FEC.
- C. Spring Event – April 20<sup>th</sup> –Not a great response to date-Laura noticing Posters have been taken down-revisions to go up immediately. Board Members will distribute in the community as they can.

- D. The deadline for Canada Post is April 25. This is too close for developing an application. Laura and others can draft a proposal to be ready for submission next year.
- E. Honda – Laura found the old Strategic Plan, which can be a starting point for a new plan. Once it is completed, an application to Honda will be developed. There is no deadline for these grant applications.
- F. United Way: We reviewed Laura’s responses to the United Way report and suggested minor changes.
- G. DPSN Policies
- Criminal Record Checks – after much discussion, we question the rationale for requiring these checks, when we do not work with children. Kolleen will check with a couple of similar organizations regarding their policies.
  - Workshop Cancellation – We add a timeline of 3:00 for decisions to be made, and alter the third condition to read, “if the facilitator becomes unavailable,” which will cover a number of contingencies. This policy is approved.
  - Outside Workshops – approved, with minor editing changes.

## Ask a Parent

March: Body Image/Eating Disorders-Lisa Guimont from PCMH

April: Magic of Childhood, Santa, Easter Bunny, tooth fairy – Darla Fraser, Orangeville Public Library

...Articles have not been published as previously mentioned, Laura will contact our sales representative to discuss and provide our event information to The Citizen.

## Reports

Treasurer’s Report	- Phyllis reports there is \$18,000 in the bank. She is now working on preparations for the audit
Fundraising	Spring event: Body Image/Eating Disorders Fall Event: Shirley Mather -Advocating from your strengths Look into Honda, Canada Post, PRO Grants

## Risk Management

Recruitment of new board members and volunteers...as previously mentioned

-Joan O’B is willing to be elected to the Board of Directors

-ensure Cris from WDGPH is on mailing list for Minutes/Agenda

-Shirley M. & Christine M. hopefully will continue to join us as volunteers and potentially as Board Members

-invite Jill MacPherson (Laura)

---

## New Business

---

-Fundraising and New Policies as previously mentioned under Coordinator's Report

---

## Next Meetings

---

May 12, 2014 at 1:00PM

June 2, 2014 – Annual General Meeting

Similar format to last year, with no speaker. Barbara will check our new By-Laws regarding timelines for the AGM publicity.