

DUFFERIN PARENT SUPPORT NETWORK

BOARD MEETING MINUTES

Date | time 04/03/2023 12:30 PM via Zoom

In Attendance

Present: Barbara H (chair), Phyllis N (treasurer), Susan W (secretary), Neetu D, Kolleen S, Alyssa K, Laura L (coordinator), Lon W (fundraising consultant), Karen R-S, Nichole M (vice-chair), Wendy C (guest/board member)

Regrets: N/A

Land Acknowledgement

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.”

Approval of March 2023 Meeting Minutes

All approved the minutes for the board meeting, held on March 06, 2023.

New Board Member

Neetu nominated Wendy C to be a board member, with Nichole seconding it. Approved by all. Her current term will be until the 2024 AGM.

Ontario Trillium Foundation Resilient Communities Grant

Lon shared his work using the “Canva” program that is free to non-profits.* He has been working on Brand Positioning for the DPSN, including some draft posters for marketing purposes that integrate our philosophy into them, and who we serve. He also used Canva to update our logo to ensure that future use has consistency of its colour, font etc. The documents he worked on will be added to the ‘DPSN Feedback Needed’ spreadsheet such that any further comments may be given to Lon.

* **Laura** will send out invitations to the board members, such that we can all access the Canva program if desired.

Google Workspace for Non-profits

Laura has signed DPSN up for a free Google Workspace account. Included in the benefits are:

- i) 30GB of space (accounts for individuals has 15GB)
- ii) @dpsn.ca email addresses can be set up that can be accessed via Gmail, separating DPSN emails from the board members' personal emails.
- iii) the info@dpsn.ca emails can be forwarded to someone else to help cover when the coordinator is unavailable (on vacation, etc.)

Other Computer Matters

Laura reported on pricing for Microsoft Office for the new computer we are going to need to get. Two options: Microsoft 365, which is an annual subscription service, is \$51. A stand-alone version costs \$153.

Dropbox/Online storage has an admin fee of \$64 per year, which gives a 40% discount on their regular prices (\$12.99/month for an individual with 2TB of online storage and \$21/month for a minimum of 3 users with 5TB of online storage.

No decisions were made.

Coordinator's Job Description and Hiring Committee

The committee revised the job description and a posting was done for a new coordinator. **Laura and Alyssa** will work on reposting the job, with the deadline for resumes extended to April 11.

The hiring committee will make a recommendation to the board on the chosen candidate with approval to be done by April 28th.

Neetu will draft a contract that will be submitted to the board for approval.

Community Choice Grant (Rotary Club of Orangeville Highlands)

DPSN was one of 5 organizations that will be receiving a \$2,000 Rotary Community Choice Grant. Thanks to all who voted for the DPSN.

United Way Grant

As reported previously, we were notified that our funding will stay the same at \$10,000 for the next year. Community Impact reports will need to be done.

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

Dufferin Community County Grant

Nothing new to report. We have applied for \$17,000. The HCIA recommendations will be presented to the Council Committee on March 23 and will be approved at the April 13 meeting. We will be notified of their decision after that.

Community Services Recovery Fund Grant

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 by early summer.

DPSN Policy Review

A discussion was held about police checks. Due to time restraints at the board meeting, it was decided, after the meeting, that we needed a bit more time to review the policy prior to voting on it.

Coordinator's Program Report

1. **Spring workshops:** 9 workshops have been confirmed, with registration happening for the first few.
- 2) **Daytime workshops:** Laura is working with the EarlyOn to set them up to do 2 daytime workshops on the topics of discipline and temperament/challenging behaviour.
- 3) Laura is also working with the YMCA to set up a substance abuse workshop.
- 2. Promotion of DPSN workshops:**
 - i) Laura reported that in March the website had 156 new users and 36 returning visitors.
 - ii) Two emails were sent out in March with open rates of 46% and 50%. The email list is now at 1,093 people after Laura cleaned up 'bouncing' emails.
 - iii) Facebook had 858 "likes" and 935 followers as at March 29th.
 - 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.
- 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.

Dufferin Community Resource Fair

Alyssa and Neetu were attending this, March 30th at Orangeville District Secondary School.

DPSN Business Cards

Laura worked on some draft business cards and then Alyssa did some as well, this time using the new Canva program. **Alyssa** will post them so the board can make comments about them.

Wendy reported between meetings that she has a contact for having them printed.

Insurance

There are a few “to do” items related to insurance. These will be shared after the meeting.

Treasurer's Report

Phyllis reported that the current bank balance is \$24,999.37.

To Do List

It was suggested, between meetings, that the board have an ongoing list of tasks that need attention. This needs to be discussed further, as it may need to be separate from or an extension of, the current DPSN Feedback Needed spreadsheet that we have been using.

Next Meeting: Monday, May 08, 2023; 12:30pm via Zoom.
