



# MINUTES

Date | time 9/3/2020 1:00 PM |

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## In Attendance

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**Present:** Jan P (Chair), Phyllis N (Treasurer), Laura L (Coordinator), Barbara H (minute taker)

**Absent:** Stacey M; Nichole M

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## Approval of Agenda

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Motion: Phyllis N

Second: Jan P

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## Approval of Minutes from February Meeting

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Motion: Phyllis N

Second: Barbara H

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## Coordinator's Report

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Coordinators Report sent via email to Board members:

- Autism Ontario workshop. We are mindful of our partnerships. We encourage Laura to speak to Brenda at DCAFS about presenting a workshop in Shelburne in the late spring. Location in Orangeville is a second possibility

Workshops: attendance has been very good for these winter workshops

COVID-19: we will be guided by the possible school closures and any public health directives. Laura will draft a reminder for the workshop participants to stay home if there is a possibility of illness.

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## Treasurer's Report

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Status of Funding

- Grant from the County: no news. Council's decision is scheduled March 12
- United Way: Barbara talked with staff person regarding Dufferin's funding. There were no reductions to Dufferin agencies after the 2019 Campaign, while Wellington agencies had an across-the-board reduction. DPSN's funding is set until March 2021 at which time there will be new decisions, based on the 2020 campaign results. The Dufferin Cabinet resigned after the 2019 Campaign when the County and Town declined to hold employee campaigns.

Fundraising Ideas

- Still thinking of how to mark DPSN's 20<sup>th</sup> anniversary – perhaps with a scavenger hunt
- Revamp the sponsorship package for a spring effort

- 100 Women – the next meeting is in May.
  - Laura will re-write the presentation and will ask Kolleen to be our spokesperson, in the event DPSN is chosen to present.

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## Strategic Planning

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### Time of Board Meetings:

- Daytime board meetings are a major barrier to many people's ability to volunteer on the DPSN Board
- Laura will create a Doodle Poll to check the suitability of a change of meeting time on a weeknight
- Prospective volunteers will be included in the poll (Karen, Amanda, Vanessa, Jacalyn, plus former Board members)

### Other prospective volunteers:

- Paul C. Barbara will phone him to determine whether he is still interested, given the Fundraising position is a volunteer post.
- A local school trustee would be a very helpful addition

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## Coordinator Back-Up Plan

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### Board discussed plans for coverage when/if Laura is unavailable/absent

- Plans are dependent on the situation and the time of year back up would be needed.
- Stacey has offered to post the workshop schedule on the multiple on-line calendars.
- Laura may ask workshop participants to let her register them through Eventbrite, which automatically sends a reminder about the event. This would take care of a time-consuming task.
- Laura has a binder of procedures
  - She will add a list of priorities, indicating which things could be set aside in a crisis.
  - The current facilitators and their contact information will be updated
  - A couple of board members will visit the office with Laura to review the binder.
  - Laura will check with DCAFS about the procedure to approve two board members to have access to the DPSN office, if needed.

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## Dates of Next meetings

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- April 6<sup>th</sup>
- May 11<sup>th</sup>
- June 8<sup>th</sup> (AGM)