



## DUFFERIN PARENT SUPPORT

### NETWORK

#### BOARD MEETING MINUTES

*Date | time* 03/06/2023 12:30 PM via Zoom

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#### In Attendance

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**Present:** Barbara H (chair), Phyllis N (treasurer), Susan W (secretary), Neetu D, Kolleen S, Alyssa K, Laura L (coordinator), Lon W (fundraising consultant),

**Regrets:** Karen R-S, Nichole M (vice-chair), Wendy C (guest)

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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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#### Approval of February 2023 Meeting Minutes

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All approved the minutes for the board meeting, held on Feb 13, 2023.

For future meetings, it was suggested that there be an agenda item that will make note of any business that happened between board meeting so that any decisions made between meetings can be noted in the minutes.

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#### United Way Grant

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Laura reported that we have received confirmation that our funding for the year will be the same as last year: \$10,000.

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## Dufferin Community Grant

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DPSN has applied for \$17,000. We should hear the outcome by mid April.

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## Community Services Recovery Fund Grant

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Lon did the first draft of the application; Laura and board members made additions and finalized the application, which has been submitted. 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.

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

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Karen nominated DPSN for a Community Choice Grant of \$2,000 that the Rotary Club of Orangeville Highlands is offering. Voting by community members begins on March 17.

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## Ontario Trillium Foundation Resilient Communities Grant

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Lon shared a draft of a survey to be given to participants on a yearly basis to gain some insight into how our programs have been received. This is to be a once-a-year survey for people and is in addition to the workshop-specific ones that people are asked to complete after each workshop. Lon will share the survey with the board and input is requested by Friday March 10<sup>th</sup>.

Lon is also working on a few other documents that will further enhance our position to fundraise. These will be sent out to the board with input needed. Alyssa will set up a "feedback needed" living document such that everyone can easily see what action is needed for these (and for other DPSN documents/issues requiring input by the board.)

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## DPSN Promotional Events

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It was discussed that we set up a living document that highlights events that DPSN can use to promote our organization. It would include dates, how many people were needed to attend, and comments on how useful it was for DPSN, making it easier to make decisions about participating in the future.

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## Dufferin County Strategic Plan

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Dufferin County is creating a new Strategic Plan and DPSN was invited to attend a meeting on March 6<sup>th</sup>. It was decided that we would send a DPSN representative. One of the board members offered to go, but was unable to attend.

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## Community Resource Fair

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The Passport Community Development Team, Upper Grand District School Board and the Wellington Catholic District School Board invited DPSN to showcase our organization at one or both of 2 community fairs. (The fairs aim to showcase local supports and services to those in our communities with intellectual, developmental and/or other disabilities.) The Dufferin one is March 30<sup>th</sup> at ODSS. It was decided we would participate; a board member is needed to go to this.

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### Lions Club Home Show

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The Lions Club Home Show is at the end of March. There was some discussion of having a table at this event, with no final decision made. The cost is \$520; however, in the past, DPSN has been offered a free table in a special non-profit section.

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### Communications

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There has been a lot of DPSN emails between the board members and the coordinator lately, so the following suggestions have been made in order to help reduce some of them in the future:

- i) Consolidate messages into 1 email (rather than an email per topic)
- ii) Defer items to board meetings unless immediate action needed
- iii) Don't "reply all" unless necessary (sometimes only need to reply to whomever sent out the email.)
- iv) Use a Google doc to get comments from people between board meetings (or as preparation for further discussion at a board meeting.)

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### Coordinator's Job Description Review

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The committee is planning to meet on March 07, 2023.

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### DPSN Policy Review

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Some of the questions that the committee had for the rest of the board were discussed, though some of the members were not present for all of it as the meeting was running overtime. All board members are being asked to review and provide input into the questions and then the committee will bring back to the April board meeting any that need further discussion, with the plan to have the entire document ready for the May meeting.

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## Coordinator's Report

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The coordinator's report was submitted to all prior to the meeting but was not discussed at the meeting, so it will be posted and any comments or questions will be shared where all can see them. The following is a summary based on the written report.

1. **Winter workshops:** There are a few more already scheduled and then the spring ones will be planned and publicized.

**2. Promotion of DPSN workshops:**

i) Laura reported that in February the website had 196 new users and 36 returning visitors.

ii) Two emails were sent out in February with open rates of 54% and 52%. These are the highest open rates to date. The email list is now at 1,149 people, though a few may be duplicates.

iii) Facebook had 848 "likes."

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.

4) **Daytime workshops:** Laura is discussing providing some daytime workshops with facilitation provided via the EarlyOn staff.

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## Treasurer's Report

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Phyllis reported that the current bank balance is \$27,997.31. She also provided an income statement, showing revenue and expenses, comparing the years from 2018 through 2023.

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Next Meeting: Monday, April 03, 2023; 12:30pm via Zoom.

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