



DUFFERIN PARENT SUPPORT NETWORK

BOARD MEETING MINUTES

Date | time 05/09/2022 12:30 PM by Zoom

In Attendance

Present: Barbara H (Chair), Nichole M (vice chair), Karen R-S, Phyllis N (Treasurer), Stacey M, Susan W (Secretary), Laura L (Coordinator), Alyssa K (Volunteer)

Regrets: n/a

Approval of April 2022 Meeting Minutes

Approved by all.

Coordinator's Report

1. **Spring Workshops:** Registration is going well to date. Attendance is a bit lower for some but that may be due to reduced promotion as the volunteer who has been doing some extra notices on social media has been unavailable, and Laura has been extra busy with other duties.

2. **Promotion of DPSN workshops:** Laura reported that in April there were 475 new visitors and 53 returning visitors to the website, though a large number of these may have been due to a glitch and therefore skewed the numbers.

An email sent out in in early April had a 50% open rate, one of the highest yet. The email list is up to 938 people.

Facebook had 759 “likes”, with posters and a “space is still available” post getting the most traction.

Treasurer's Report

Phyllis reported, that the books are ready for Catherine to do the compilation report. Via email after the meeting, Phyllis reported that the current bank balance is \$19,661.01. She also sent out the DPSN financial info for the year ending Dec 31/21.

Financial Matters

1. **Canadian Not-For-Profit Corporations Act:** The consensus is that given the definition, the DPSN is considered a 'soliciting corporation' and will need to file an annual report. For information purposes, Laura will look into the difference between federal and provincial not-for-profit status.

2. **Bookkeeping Needs:** Phyllis reported that she has been able to get the accounting software on her computer but that the board will need to make some decisions for the future, with the possible purchase of a laptop and new accounting software. We will also need to discuss the idea of separating the bookkeeping role from the treasurer role in the future.

3) **Internet and Telephone:** Between the April and May board meetings, it was approved via email for Laura to sign up for an unlimited data plan, with an approximate cost of \$85 per month. The cell phone will be up and running this week.

AGM Meeting Details

In terms of board members for the upcoming year, it was noted that Barbara, Phyllis, Nichole and Susan would be continuing. Stacey is not planning to return in the fall, with Karen deferring her decision until September. Alyssa, who has been volunteering on the Policy Review Committee, attended this meeting today and may be interested in joining the board. There is also a former board member who is considering joining again.

For the future, it was suggested that we look for board members and other volunteers that will further link us to other local agencies; and/or take on some of the responsibilities that the coordinator currently looks after. Related to this is the hope of reducing a few of the emails to all board members: sending some emails to specific board members that are helping with certain tasks: for example, if Laura were working on a grant request, she might have a few specific board members delegated to help with that and send emails to just those people rather than the whole board.)

It was decided to have the AGM via Zoom, with the board meeting to follow directly afterwards. It was suggested that we have something (a speaker or a video) related to 'keeping grounded during these times of COVID and technology' and/or related to 'gratitude'.

Ontario Trillium Foundation Resilient Communities Grant:

The DPSN will be receiving funding for a project to support the creation and the start of implementing a fundraising plan, which is to include some training for board members. The idea of inviting other local agencies in on the training will be discussed further.

Disclaimer for website, registration emails, etc.

The following was approved:

Disclaimer:

On website and on registration/reminder emails:

Any information provided on our website or as part of our workshops is for educational and information purposes only, and is not specific to individual circumstances. It is not intended to replace professional therapy, counselling, legal advice and/or any other individual-specific advice. Neither Dufferin Parent Support Network nor any of our partners or affiliates are liable to anyone for any act or omission taken in reliance upon any information provided in this workshop.

On registration/reminder emails:

DPSN works to create a safe and confidential space for workshop participants, respecting your privacy. The expectation is that everyone involved will respect that privacy and will not discuss or disclose any information related to any participant outside of the workshop setting.

New Facilitators

One of the facilitators from the Family Education Centre in Peel that was interviewed earlier in the spring will do a “Teens” workshop in June. Another of these facilitators might be doing a workshop in the fall.

DPSN Policy Review

To date, five meetings have been held. In addition to presenting the policies with updated wording and format, there are a few topics that have been, or will be, brought to the board for further discussion and approval.

Land Acknowledgement

Karen submitted a statement for consideration. As there was not enough time today for discussion, it will be on the agenda for the next meeting.

Next Meeting: AGM followed by Board Meeting:
Monday, June 20, 2022; 12:30 – 3pm, by Zoom
