



MINUTES

Date | time 5/8/2017 1:00 PM |

In Attendance

Jan P(Chair), Kolleen M ,Phyllis N (Treasurer), Laura L (Coordinator), Barbara H (recorder), Joan O'B

Regrets: Stacey M, Barb W

Approval of Agenda

Approved, with additions

Motion: Kolleen M

Second: Barbara H

Approval of Minutes from April 10, 2017 (correct the date at the top)

Motion: Jan P

Second: Kolleen M

Coordinator's Report

General Registration information: fewer registrations are coming through Eventbrite or Facebook this month

- Promotion in the fall could include having a table at the recreation centre on the big registration night

Workshops

- The Tutoring Skills workshop is not getting registrations; suggest changing the title to something like: "Homework Survival" and trying again in the fall
- Possible Opioid/Substance Use workshop
 - A main speaker is still being sought. Several ideas were suggested – SHIP, CAMH, Pine River
 - Laura and Scott Davis will follow up on these ideas

Human Trafficking

- The federal funding for community initiatives is intended for aboriginal communities
- Laura will talk with DuCK about a possible workshop

Volunteer Dufferin

- We approve joining Volunteer Dufferin at a cost of \$100 for a year.
- Laura and Jan will draft job descriptions for volunteer tasks such as posting flyers, social media editor, fundraising, DPSN presence at events (such as the Craft Fair, kindergarten night, etc) A volunteer might then become a potential board member

Treasurer's Report

Bank balance of around \$38,000. The United Way grant is for \$1,400 per month

Bookkeeping: Phyllis has donated her bookkeeping services since she joined the Board many years ago

- Phyllis will calculate her hours of bookkeeping and will report next month about arrangements for the future, in which she will invoice DPSN for those hours and have a cheque exchange for those services
- These costs will be included in our budget
- If a future Treasurer is not able to also do the bookkeeping, this will give us a sound basis for hiring a bookkeeper

Phyllis is continuing to prepare to move our accounts to Meridian, as the National Bank closes its Orangeville branch

Note: deferred to next meeting: discuss Laura's report of her hours at various tasks, which exceed the time she is paid, in order to consider adjusting her hours

Fundraising

Our application to United Way for bridge funding included new fundraising on our part, in the form of seeking sponsors for some workshops, at \$300/workshop session

- Potential donors include the dentist, Amaranth Lions, Meridian
- Laura and Jan will draft a proposal letter describing our "ask"
- Recognition of the donor needs to be clear

Annual General Meeting

- Laura will place the ad in the paper by May 19
- Laura will invite Carol Good to speak about DC Moves and its planned direction
- Laura will revise the AGM "script" and those of us at the end of our 2 year terms will check our re-nomination
- Phyllis is working with Catherine on the completion of the audit
- Bring refreshments:
 - Fruit plate -Phyllis
 - Dessert – Kolleen
 - Drinks – Jan
 - Cheese/crackers – Laura
 - Napkins, paper plates and cups – Barbara
 - Stacey and Barb W – to bring other things, if needed

Next Meetings

- June 5 – AGM, followed by short board meeting

To be confirmed at June Board Meeting:

- August (to be scheduled, if needed)
- September 11
- October 2 or 16
- November 13
- December 11