

DUFFERIN PARENT SUPPORT NETWORK

Monday, December 13, 2004

Present

Julie Wood
Phyllis Noce
Tina Hinsperger
Barbara Horvath
Pat Gardner
Christina Bonham
Kim Crago
Helen Sherrard

Regrets

Joanne Moore

Call to Order: 10:15am

1. Agenda

To accept the agenda for the December 13, 2004, DPSN Board of Directors meeting.

M/Phyllis S/Julie
CARRIED

2. Minutes

To accept the minutes of the last meeting, November 8, 2004.

M/Pat S/Tina
CARRIED

3. Risk Management

The board discussed the policies for child abuse, volunteers etc. that are required. Julie presented a draft policy that she created. It was determined that a policy and procedures document is required. Helen will begin an initial draft for presentation at the next meeting.

4. Coordinator Activity Report

- Helen attended the Dufferin Tri Council Night to provide information on current program offerings and the resource guide.
- Helen, Barbara and Tina attended the social prosperity in Dufferin County forum. It was a successful day with a wide range of attendees. The steering committee will be moving ahead and creating some working groups to keep things moving.
- Helen attended the Dufferin Youth Advisory Meeting. This quarter's presentation was on transitional housing and provided good information on the resources available in the community. Choices also indicated at that meeting that they will be hosting the Cosmic Kaos Laser Dances starting in January. Helen will share information regarding the policies we developed with Choices.

- Helen and Joanne attended the Funky Mamas Show presented by Showtime Entertainment. Although this was a good fundraiser for us raising \$1500, the show was not really as good as it could have been.
- The Grand River Toy website is up and running and the first commission cheque for approximately \$60 was received last week. Helen will ensure that the website is added to information on our program schedule.
- Our liability insurance is in place and we are just awaiting delivery of the actual policy documents.
- Paul Hogeveen has provided a quote on the new “buck-slip” handouts that we are considering. Prices are \$895 for 1000, \$1100 for 2000 and \$1275 for 5000 plus taxes. This includes artwork design and layout for up to three proofs.

To proceed with an order of 5000 buck-slips at a price of \$1275 plus tax.

M/Tina

S/Phyllis

- A number of orders for the resource guide have come in. The Health Unit has requested permission to put the information on either their internal or external website. The Board has agreed to allow that and if that does not work out, will allow the Health Unit to link to the DPSN site. It will be quite a large job to put the information on the DPSN website, so Helen will see whether we can obtain this info from the Health Unit once they post it to use on our own site.
- Helen will be reporting to the Community First Foundation on the success of the Fall program schedule that they provided funding for. The Spring/Winter schedule is completed and distribution will begin shortly.
- Helen has met with the Banner and received pricing on a newspaper insert as well as a half page ad. It was decided to proceed with the program schedule in a half page ad early in January and then follow-up with the insert later in the New Year. Due to time limitations it is not feasible to have both done for January. There was also some discussion of a monthly parenting column in the newspaper. The Banner will get back to us regarding that.
- In January, Helen will be attending the meeting at Westside Secondary School to outline the programs and opportunities which DPSN can provide to them.
- Tina had approached Helen regarding use of the DPSN office space when available as her office space is being reallocated and she will be working from the board room. (Due to conflict of interest, Tina left the room during the discussion). The Board agreed that Tina could have use of the DPSN office for meetings with clients on Tuesdays and Fridays from 9am to 2pm provided no equipment is installed in the office, the DPSN office equipment is not to be used and Tina will provide a door hanger to indicate when privacy is required in the event Helen or a board member needs access during the designated times.

5. Reports

Program Committee

The first facilitator’s networking session on December 6th was very successful and well attended. The group is planning another one for early in the New Year.

Fall programs were very well attended and some waiting lists are still being held. The new schedule is ready to go.

Treasury Update

The financial situation remains the same. A further invoice was received from Carter’s including some amounts to cover the time used to correct errors or omissions they had made. Some discussion was held as to the fact that no forecast of totals was provided. Phyllis will draft a letter

and send it to Julie asking Carter's to consider making a donation back for a charitable receipt and asking them to outline charges in the future.

Status of Grant Applications

Barb indicated that she would hold a meeting to discuss future grant opportunities and to complete the application to the Community First Foundation requesting assistance in holding a Silent Auction.

Fundraising Activities

We received little response to our email asking for people interested in fundraising. A date will be determined for early February and an announcement sent out to all members asking them to attend.

The discussion of Nevada lottery sites was tabled.

6. New Business

To accept the Operational Policy as presented at the November meeting.

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7. Next Meeting

The next meeting of the DPSN Board of Directors will be held on Monday, January 10, 2005 at 10:00am. There will be a board development session held at 9:30am for Board Members only.