

# DUFFERIN PARENT SUPPORT NETWORK

**Monday, October 18, 2004**

## **Present**

Julie Wood  
Phyllis Noce  
Joanne Moore (10:10am)  
Tina Hinsperger  
Christina Bonham  
Kim Crago (10:00am)  
Helen Sherrard

## **Regrets**

Barbara Horvath  
Pat Gardner  
Cindy St. Louis

Call to Order: 9:55am

## **1. Agenda**

To accept the agenda for the October 18, 2004, DPSN Board of Directors meeting.

M/Phyllis                      S/Christina  
CARRIED

## **2. Minutes**

To accept the minutes of the last meetings, September 13 and October 12, 2004.

M/Christina                  S/Phyllis  
CARRIED

## **3. Risk Management**

The group discussed the content of the notes from the October 13 call held with Jackie Connor and Terry Carter of Carter & Associates and Helen. Based on this, it does not appear that there is any way to hold the Cosmic Kaos dances that does not conflict with their advice.

To discontinue participation in the Cosmic Kaos dances effective immediately.

M/Phyllis                      S/Tina  
CARRIED

The board discussed how to communicate our decision to end participating in the dance to our email base. Helen will complete the following as soon as possible:

- Advise the email database members that we are no longer participating in the dance using wording as discussed.
- Post the same information to our website and then remove after a few weeks.
- Update the brochure

To purchase general liability insurance in the amount of \$2 million for the sum of \$900 per year.

M/Tina                          S/Phyllis

#### **4. Coordinator Activity Report**

- Much time has been spent over the past month looking into the due diligence and legal issues arising from our involvement in the Cosmic Kaos dances.
- Christina attended a meeting of the Order of the Eastern Star and provided information about DPSN to the group.
- Julie, Wendy and Pat attended the Home Show. It was seen as a worthwhile event and we would consider doing it again for a minimal charge in a good location. Due to unanticipated paperwork involved in doing a raffle for the first time, Helen was unable to get the hot tub raffle together in time for the Home Show. However, Rick at Hockley Valley Hot Tubs indicated that he would be willing to offer us this opportunity again in the spring or fall.
- Helen attended the St. Andrew's Parent Info Night. This was a good opportunity to get information to parents and also connect with some people in the community.
- Helen attended the Dufferin Parent Council meeting. This is a meeting of all Upper Grand Dufferin Parent Council groups that is held quarterly. Information regarding DPSN and its supports and resources was distributed.
- The Resource Guide is nearing completion. Helen will meet with Darla to review the final index etc. on October 20<sup>th</sup> prior to printing.
- The Showtime Entertainment (The Funky Mama's) event will be held on November 12<sup>th</sup> not November 19<sup>th</sup> as previously announced.
- Program attendance seems steady. Most programs are filling up. Limited enrolment in the Family Law Simplified course, but the rest have good enrolment.
- Helen will be attending the Dufferin Tri Council Night (meeting of separate school councils) to provide info and update on DPSN activities.
- The Grand River Toy application has been finalized. The website will be updated and an email announcement sent out as soon as possible.
- The brochure will need revising again based on the end of the Cosmic Kaos relationship. It was suggested that Paul Hogeveen be approached regarding design and production of a new brochure. Tina will forward contact info to Helen.
- Program Committee will be meeting to discuss the new activities/fundraising events that have been suggested. There will also be a discussion of issues including facilitator promotion, material lending, facilitator pay scale which will be reported back to the Board following the next Program Committee meeting.
- MYAC has been approached by Safe Community of the Headwaters regarding a parent/police/community/youth event at which basketball and other activities will take place. DPSN would be interested in participating if there is an appropriate role for them.
- The Upper Grand District School Board is holding a School Council Fall Conference on October 27 at 7:00pm and has asked DPSN to do a ten minute presentation. Julie will confirm if she is free to do so.
- DPSN has been invited to participate in the Social Prosperity Project for Dufferin on November 23. Helen will be attending.

#### **5. Reports**

**Program Committee**

Revision of the evaluation forms was completed. Julie is still looking for someone to take over the role of Program Committee Chair – this will be discussed at the next Program Advisory Meeting. There has been some discussion of a Facilitator's Networking Meeting and/or Professional Development Training. There could be some potential to do this in partnership with other groups. The group will discuss the possibilities at the next Program Advisory Committee meeting.

**Treasury Update**

Phyllis Noce reported that the quarterly statement is not yet available due to the issue with replacing the Simply Accounting Software. Software has now been purchased (at shared cost with Community First Foundation) and reports will be available at next meeting. It was requested that the report include a summary of main financial issues/points.

**Status of Grant Applications**

DPSN will be receiving \$1500 in funding from NCB. The Hepcoe program has changed their program dates to run on a calendar year. Helen will continue to check for applications becoming available. Some discussion of approaching Hepcoe with a community proposal if one comes up as they are extremely supportive in the community.

**Fundraising Activities**

There is a need for the Fundraising Committee to be reactivated. Christina would be willing to take a leadership role, but would be looking for support. It was suggested that the 2002 Visioning Report be revisited in terms of fundraising activities/events that were suggested. The group should also review the costs of services and the potential future rent issue. Partnership opportunities should be explored.

**5. Risk Management****Child Abuse Policy**

It was decided that there is a need to develop a child abuse policy – to advise facilitators and volunteers of the need to report as outlined in the Child and Family Services Act. Helen will put this policy together and bring to the next meeting. There is also a need to develop a Volunteer Policy which outlines volunteer/parental policy. This will be the subject of the November 8 Board Meeting Board Development Session.

**6. New Business**

None

**7. Next Meeting**

The next meeting of the DPSN Board of Directors will be held on Monday, November 8, 2004 at 10:00am. There will be a board development session held at 9:30am for Board Members only.