



# MINUTES

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

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## In Attendance

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

**Regrets:** Stacey M, Barb W

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## Approval of Agenda

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Approved, with additions

Motion: Kolleen M

Second: Barbara H

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

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Motion: Jan P

Second: Kolleen M

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## Coordinator's Report

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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

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## Treasurer's Report

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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

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## Fundraising

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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

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## Annual General Meeting

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- 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

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## Next Meetings

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- 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