



**Dufferin Parent Support Network Board of Directors  
Meeting Minutes December 21, 2011**

**Present:** Paula C. Pat G., (recorder) Barbara H., Kolleen McI (chair), Kally N., Joan O'B.  
**Regrets:** Phyllis N.

**Call to Order:** 3:10 at DCAFS

**1) Minutes**

To accept the minutes of the November 14, 2011 meeting as presented.

- i) M/ Pat S/ Paula

**3). Strategic Planning**

**a) Environmental Scan coordinator:**

Barb prepared a draft posting for the environmental scan coordinator position. Discussion as to best process to post position took place. A few minor changes as noted; what is best way to express what we do?

Clarified the parent education role of DPSN, adjusted the timelines to show a completion date of December 31<sup>st</sup>, 2012 for all activities and the final report and to include a clarification as to what DuCk stands for.

Discussion re: reaching best candidates via the Banner etc., will not be posted on Charity Village initially, DPSN website, agency list timelines for posting position, inviting an impartial outsider to sit on selection committee.

- Application deadline is January 20, 2012
- Interviews the week of January 30, 2012
- Ideally candidate will be selected by Feb 13

**Paula will contact Julie W. re joining the selection committee as an impartial participant.**

**Barb H. will make final revisions as per today's discussion.**

**b) PIC:** Paula made contact with rep from PIC. Advised of upcoming environmental scan project and opportunity to work together. DPSN would be in touch in New Year. May be an opportunity to work with this group but roles as of yet are ill defined. This may be based on findings from the environmental scan.

**c) Independent Facilitator Fees:** Discussions re the need for a change in fee schedules for facilitators. How do our facilitator fees compare to what other agencies offer?

Joan will send workshop schedule information to facilitators to determine who is able to do which workshops. This information will include any fee rate changes/increases.

**Kolleen to find out what Peel pays its facilitators for future reference.**

After this discussion a motion was put forward:

**M: to increase facilitator fees to \$30 /hour. All were in favour. None opposed. Motion Passed.**

**d) Fund Raising Coordinators report:** Barb presented members with Stacey's final report that includes the completed literature review for project. Stacey is willing to present on her findings to the board at a future meeting.

**Barb will contact re coming to January 9th meeting for a brief presentation.**

**4). Coordinator's Activity Report**

- A. Ask a Parent:** have monthly articles booked until April 2012

- December –submitted on teens –Paula
- January-communicating with children on the autism spectrum-Lara mc
- February-Compassion-marc M
- March-fundraiser/spring workshops-
- April- ?spirited child-Nina/Robin

**B. Spring Workshops: need to explore what community needs in environmental scan:** workshop on parenting teens had low attendance but this is first time it was offered. It will be offered again in New Year as word of mouth may influence interest.

**C. Dufferin District School Council:** Kolleen to attend next meeting, January 18, 2012

**D. DuCK:** nothing to report at this time

**E. DYAN:** The Wellington Guelph Drug Strategy is taking the lead on a Youth Substance Misuse Prevention and Mental Health Promotion community plan. More to come in the New Year.

**F. Dufferin Children and Youth Festival:** Funds have started coming in already. The DCYF Committee has decided to continue to keep the Festival independent of the Founders Day Celebration. Date confirmed for June 9<sup>th</sup>. \$4700 available.

**G. Spring Fundraiser:** Kolleen attended a workshop called “Face book 101” presented by Chris Vollum was presenter It was quite informative, small number in attendance. He is only free in May and June, so might not work for spring fundraiser. Possibly in fall?

**H. Measures of Profile:** Attended the “Getting Ready to Learn” fair at Centennial Hylands.

**5. Reports:**

A) Treasurer: Phyllis

\$10,000 from Dufferin NFP 2012 has been deposited in account.

B) Fundraising: Paula

United Way Report due January 31, 2012. Paula will review grant and write final report.

Dufferin NFP grant 2011 final report due January 20, 2012. Barbara will write final report.

**Joan will provide attendance stats etc., for reports** (Joan has updated the About DPSN file and will send to all Board members)

Need ideas for a Spring 2012 fundraising event. One suggestion would be to approach Nina and Robin to present Spirited Children for the fundraiser. Still need to brainstorm other ideas.

Barbara to speak to Stacey regarding follow-up on outstanding proposals she submitted.

**6. New Business**

**A) United Way fundraiser** - Need to organize a fund raiser for United Way as part of this grant fulfillment-Barb can make a donation on behalf of DPSN.

**7. Risk Management**

**8. Next Meeting; January 9, 2012. DCAFS from 3:00 to 5:00 pm**

**9. Adjourned:**