



## DUFFERIN PARENT SUPPORT NETWORK

### BOARD MEETING MINUTES

*Date | time* 02/13/2023 12:30 PM via Zoom

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#### In Attendance

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**Present:** Barbara H (chair), Nichole M (vice-chair), Phyllis N (treasurer), Susan W (secretary), Karen R-S, Neetu D, Kolleen S, Alyssa K, Laura L (coordinator), Lon W (fundraising consultant), Wendy C (guest)

**Regrets:** Karen R-S (had to leave early)

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#### Land Acknowledgement

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Was read by Barbara.

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#### Approval of January 2023 Meeting Minutes

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All approved the minutes for the board meeting, held on Jan 09, 2023.

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#### Coordinator's Report

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1. **Winter workshops:** Registrations have picked up quite a bit. The workshop called "Helping Your Child Manage Anxiety and Foster Self-Esteem" had the most: 77 people registered, with 37 actually attending. Attendance at the other 3 workshops held in January and February was 35, 31, and 11.

2. **Promotion of DPSN workshops:**

Laura reported that in January there were 212 new users and 28 returning visitors.

One email was sent out in January with a 50% open rate. The email list is now at 1,080 people.

Facebook had 841 "likes". DPSN has joined a few more Facebook groups, so our flyers might be reaching more people.

3. **OPP:** The local OPP has requested info about DPSN that they can give to people. Brochures and business cards will be provided.

A spreadsheet will be started that can be a living document such that we know when and what promotional materials have been given out. i.e. “Brochures and business cards were left with the OPP (address?) on (date) by (name of the person.)”

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### Dufferin Community Grant

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Lon will work with Laura on the new application.

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### United Way Grant

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Laura reported that we will hear about our application after the United Way’s February board meeting.

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### Treasurer’s Report

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Phyllis reported that the current bank balance is \$28,805.01, noting that this includes money owing to the consultant for the Trillium project.

She also presented a comparison of expenses for the past couple of years, with a request made to add info for 2019 (pre-pandemic).

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### Ontario Trillium Foundation Resilient Communities Grant:

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Lon presented the next steps for our fundraising plan. They include support for grant submissions, developing and distributing surveys and obtaining testimonials, further clarification of DPSN’s positioning on parenting, further engaging existing partners, building a case for support, developing messaging...

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### DPSN Policy Review

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The committee will present, via email, a list of things for the board to discuss. The board members will be asked to make comments and then any further discussion needed will take place at the March board meeting. The committee will take the results of these comments and discussion and put them into the document, which will then be presented in its entirety for the board to approve.

A review of the coordinator’s job description has been suggested as a lot has changed due to the pandemic: the coordinator has been supporting the facilitation of on-line workshops (which includes the addition of winter workshops) and there may be further changes with the implementation of the fundraising plan. A committee has been set up for this review and includes: Neetu, Barbara, Susan, Phyllis and Wendy.

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Next Meeting: Monday, March 06, 2023; 12:30pm via Zoom.

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