

EINS Board Meeting
January 19, 2008
Minutes

Present- C Gallop, S McCurdy, B Putnam, A Matthews, S Melanson, D Lowe Whycott, B Shea, M Hanington, J Ryan, D Dexter, J Gillis

- 1.0 Call to Order- 10:10, B Putnam
- 2.0 Approval of Agenda- S Melanson, C Gallop
- 3.0 Minutes of last meeting- M Hanington, B Shea
- 4.0 Business Arising from the minutes
 - 4.1 DCS meeting- A meeting has been set for February 15th at 10:00am with George Savory and EINS executive. We plan to use this opportunity to address salaries/compensation packages and waitlists/ caseloads as well. We are working on a package regarding salaries to present. We will be asking for a full review of salaries and compensation packages. We will go in with the angle of where we should be based on a 2% salary increase since 2001 when base salary was \$30,000 (now should be \$34,500) with the intent that a salary scale will be implemented within 3 years. Discussion ensued surrounding salary scales, union, etc. Brenda made the comment that communications with ECDO's/ Regional Specialists should be cc'd to the regional administrators so that they are aware of what messages/concerns are being shared. Should programs choose, Brenda can be cc'd on this as well.
 - 4.2 Credit Union- Brenda has spoken to Terry Moore (NS Charitable Foundations), who has sent a letter saying they are in the process of getting a new ED. The media release of their money to us will take place in February (once they get a new ED), which is great because it is during EI Month.
 - 4.3 EI Month February- Brenda discussed programs getting a plan for workplace violence. There are free half-day workshops at NSCC campuses across the province. Once the schedule is finalized, Brenda will circulate it to programs. Programs should look into Occupational Health and Safety policies for their own programs. Janice noted that Healthy Beginnings has some good policies on this. Sarah will forward some information to Caroline on this, and Barb will forward her information as well. Brenda will ask if programs need any help with this, and suggest that programs who have developed policies share their information with others. EINS will look into funding an opportunity for ED's and a staff member to get together to develop policies around this, in the form a workshop. Barb will check into a contact for this and forward info. to Brenda. Websites will be sent around to programs so all are familiar with baseline information.
 - 4.4 Attachment Conference- Lorraine Fox is conformed for October 15th and 16 at Liscombe Lodge. Since we have committed to contributing \$2000 toward costs, Brenda will email Natalie (Cumberland EIP) and ask for some clarification and structure around the event (possibility of a committee). Barb noted that there is interest around having some material covered on working with difficult families. Brenda will check into this.
 - 4.4.1- Dr. Benoit- Info. on attachment workshop was circulated.
 - 4.5 Desjardin Financial Planning- will be discussed in Research & Development

4.6 Dr. Bryson- Brenda was unsure about whether or not a letter should be written about follow-up part two of training for PRT, because it was thought that a part two was already in the works. Brenda will follow-up with Dr. Bryson asking what the plan is for follow-up on this. A document about roles and responsibilities of EIBI staff has been developed. Donna can get this to people if requested.

4.7 Rose Couch- Brenda has written a letter welcoming Rose to her new position.

4.7.1 Terminology for EI- "Early Interventionist" vs. "Early Childhood Interventionist". We need to look at which title we want to use, because this would effect how policies are written and what language is used when documents go from draft form into final copy. ECIANS will be contacted to suggest that they look at which title is preferred.

5.0 Committee Reports

5.1 Treasurer – The motion in the last minutes from 5.3 for keychains is above and beyond the allocated EINS PR budget. Finance committee will present a new budget for 2008/2009 at March meeting. PFI budget: Extra funds remained from the early end of Jacinta's position. **Motion: A portion of this extra money (up to \$8000) will go towards a leadership retreat for PFI staff, DCS staff and centre directors in April. S Melanson, S McCurdy. Motion to accept treasurer's report as presented. S Melanson, C Gallop.**

EICANS- EINS has been giving \$ to ECIANS, last year they did not take their full amount as they did not have a bank account. There was a request that the money that was not spent last year be given again this year, although it is gone from the budget (rolled over) from last year. **Motion: EINS will forward to ECIANS the balance of the allotted amount for 06/07 fiscal year (\$290.68). B Shea, J Gillis.** Finance committee met this morning to discuss the Credit Union applications. 6 out of 18 programs have submitted their applications. We will be cutting cheques for \$3000 to each of these programs. A reminder will be sent out to programs that the applications need to be in by the end of January, or asking if they need an extension for any reason. Any money left over from programs who do not apply for funding will be divided up amongst those who do. A letter will later go out to those programs receiving cheques, asking for feedback on how the money is spent.

5.2 Parent Support Committee- no report

5.3 PR/ Fund-raising- Caroline has ordered a prototype for the keychains, which she hopes will be ready in a week or so. She will send a photo to everyone and order as long as quality is good. Jenny will send out an order form for programs to pre-order t-shirts. Four colors for each style (men's, women's and kids) will be selected. Ashley worked on name-tags idea for EI staff to wear during EI Month (which convert into magnets when no longer used on nametags). 288 will be ordered, and more can be ordered if needed. Brenda will email programs to see how many staff they have, and Ashley/Jenny will get them out to programs ASAP (hopefully along with t-shirt and keychain order forms). Brenda will also check with the credit union (Terry) to see if they would like to have magnets available to give out to customers. Caroline will ask Rachel (from UEY) to check into doing up a press release for EINS.

5.4 Membership- Board Members have been notified as to whether their membership had expired. They can give their \$ to Jenny, who will forward it to Donna.

- 5.5 Advocacy, Research and Development- Sarah has been in contact with DesJardin regarding communication and some issues programs have experienced with health plans. Pam gave an update. We now have the ability to offer programs a full benefits plan through Encon, and a financial planning program through DesJardin. Sarah will be meeting with Pam and will then send out an email to programs about how to proceed with these programs if they choose to do so.
Pulling information together about salaries is part of what is being done on this committee as well.
Bernie discussed the "Kids are Worth It" info that came from the Nunn Commission. We are to some extent included in this new agenda, details should become clearer over the next couple of months.
- 5.6 Partnerships for Inclusion- The response that Carolyn received from DCS regarding the continuation of PFI was not definitive, therefore we should consider what our response should be if we were approached to manage PFI in the future. PFI report submitted.
- 5.7 Web Development Committee- Some updates have been added as well as Chair's report. In process of updating program contact information on the website. Minutes will soon be added each time (once approved). Addition of our video to website was discussed; there would be a monthly fee for this. Donna will check with Ryan the cost to upload and run it for a year, with the thought that we may be able to run it for a year or more, depending on cost. We will need to check on permission slips for those on EINS video. Mary will add The Eating Game to the parent forum on our website. A disclaimer should be added on the links, resource and discussion forums, and also some information about making good decisions as parents (Sarah).
- 5.8 Chair- Brenda has been busy. Her time has been spent with Credit Union applications, contact w. Natalie about attachment workshop, attending meeting w. Paq'Tnkek regarding pilot project between AGEICIP and their community re: services to three families, attending a budget meeting for PFI, and also attending funeral service for Valerie's husband. ***Motion: a donation to CanSport (Sport Nova Scotia) will be made on behalf of EINS in the amount of \$40.00 in memory of Valerie's husband. S Melanson, C Gallop***
- 6.0 Guest Speaker 1:00 pm- Jean Nichol re: "The Eating Game"
- 7.0 New Business
- 7.1 Correspondence- network on Child & Youth strategy at Innverary Inn in Baddeck. Brenda McInnis has been asked to join the network, and may be able to attend this meeting. Brenda will contact them to add her name to the mail-out list to this network as well (in place of Isabel denHeyer).
- 7.2 Transition planning for Treasurer Position- Sarah is thinking that she will resign as treasurer at the end of August, at which point Donna will take over. This will go in the next nomination report.
- 7.3 Council for Early Child Development- Kathryn from VCDA emailed Brenda info. about CECD. She has asked them to put EINS on their contact list of Community Champions.
- 7.4- Equipment- unused desktop and all-in-one printer, scanner, copier have been sold to Queens and Sackville Programs.
- 8.0 Next meeting date- March 1st @ 10:00
- 9.0 Adjournment- 3:18, S McCurdy