

EINS Board Meeting Minutes

November 15, 2008

Present: S. Melanson, D Dexter, A Matthews, M Oxner, M Hanington, B Putnam , J Ryan, B. Borden, B Shea, D Lowe Whynott Regrets: J Gillis, S McCurdy

- 1.0 Call to Order (10:00)- B Putnam
- 2.0 Approval of Agenda Approval of Agenda -*Motion to approve agenda- M Oxner, S Melanson*
- 3.0 Minutes of last meeting:
 - re. 5.0 Committee Reports should be as per accountant's request – it is not required that we give it to him
 - re. members of Executive Committee – should have Donna's name mentioned
 - re. members of Public Relations/Fund Raising – Paula's name should not be there
 - re. 7.3 – Suzanne and Sarah will collaborate – strike out the line that minutes are accepted as amended
 - *Motion to approve minutes as amended – S Melanson, A Matthews*
- 4.0 Committee Reports
 - 4.1 Treasurer
 - Donna would like to have bank reconciliation circulated each month for approval
 - New line added for Hay Group under advocacy
 - Parent Fund has been accessed a lot more this year
 - Retroactive mileage cheques given to Project for Inclusions staff to bump up to the provincial mileage rate
 - *Motion: Member from Finance Committee present at meeting to approve/initial bank reconciliation- D Dexter, A Matthews*
 - AGM went overbudget, but it should work out at the end
 - Mary O suggested having a balance sheet
 - *Motion to approve Treasurer's Report – D Dexter, M Oxner*
 - 4.2 Parent Support – no report
 - 4.3 Public Relations and Fund Raising
 - Mary H. made contact with Farmer's Dairy re. Milk Carton PR. We will be on the wait list until 2010
 - Committee met via email and phone
 - Looked at PR materials for EI Month
 - To order 1000 of each
 - Pens – with "EINS" cost 50 cents each will not be ordered at this time
 - 3x5 notepads with "EINS" 40 cents each
 - Greeting cards – 1000 for \$300
 - Credit Union also to have Christmas cards and will cover cost of printing them....will cover costs of shipping/envelopes/ribbon

- Brenda to email Credit Union re. establishing a Memorandum of Understanding and for permission to incorporate Credit Union logo for our promotional material
- Mary O spoke about Public Service Announcement initiative and that AGEICIP is willing to share material with programs provincially for release over Early Intervention Month

4.4 Membership

- Brenda reported that newsletter is completed and has been added to website

4.5 Advocacy

- Sarah updated on Hay Group
- All programs except one met the November 12th deadline
- Data to go to Hay Group and reports to programs
- Brenda thanked Sarah for taking on this huge project

4.6 Projects for Inclusion

- Probably the last month for project to be on the books
- 3 accounts to be closed at the end of the month
- Donna to send an email out to PFI to cash any cheques by then
- All goods have been returned (except Donna has a copier to return)

4.7 Web Development

- Site has been hacked, but the problem has been resolved
- Will wait for a Memorandum of Understanding before we include Credit Union on EINS website or vice versa
- Donna to arrange to have a corporate tab included with links to Truckers Association and the Credit Union

4.8 Chair

- Brenda reported that she was pleased to attend NS Family Awards Night to make a presentation to Caroline Gallup
- Work on Procedures Manual is progressing, hopefully to be finished by February
- Discussion re. Parenting Journey project
- *Motion to accept Committee Reports – S Melanson, D Dexter*

5.0 Business Arising from Minutes

5.2 Lorraine Fox Workshop

- Positive feedback from this meeting

5.3 Early Intervention Month

- Public Service Announcements
- Don Creighton – Tax Wise – will put on free seminars on Disability Tax Credit for families
- Barb to forward information on PLAN to other board members
- Janice suggested a person she heard at AGM re. disability tax credit

6.0 New Business

6.1 Invitation from Progress Centre to the Wall of Progress Night of Giving

6.2 Denise Stone – has left her position. Jenny purchased flowers for her from EINS

-Motion that money be allocated for the purchase of flowers for Denise Stone – B Shea, B Borden

- Barb asked if there could be supports put in place for programs and personnel that are involved in court cases with families on their caseload
- This would be something that needs to be developed in Procedures Manual
- Another possibility would be to ask a lawyer to speak at the AGM

7.0 Next Meeting Date:

8.0 Meeting Adjourned at 1:45 pm

*Respectfully Submitted,
Barb Shea*