

EINS Board Meeting

March 7, 2009

Minutes

Present: B Borden, S Melanson, D Dexter, B Shea, M Oxner, B Putnam, D Lowe Whyntott, M Hanington, J Gillis, J Ryan

Regrets: A Matthews, S McCurdy

- 1.0 Call to Order (10:10)- B Putnam
- 2.0 Approval of Agenda (10:10)- S Melanson, M Oxner. Addition of 6.3.2, Barb Boiduk Award
- 3.0 Minutes of last meeting (10:10)- *Motion for acceptance of minutes: B Shea, B Borden*
- 4.0 Committee Reports (10:20)
 - 4.1 Treasurer- Bank statements are being attached to statements (online version). The online statement can still be attached at the end of the month, but the statement that comes in the mail will be attached when it comes from now on before signing off. Donna will look into setting up the account so that Sarah can view account info online.

Treasurers Report reviewed. We are still waiting for Credit Union money. They have a board meeting in March, we expect the cheque to follow at that point. Budget amount for “Advocacy Hay Group” will be changed on statement, as per last email motion to change the amount to \$18,000. “Deferred Revenue- Partnerships” should be off balance sheet before year-end. *Motion for adoption of Treasurers Report: D Dexter, M Oxner.*

Projected Budget for 2009-2010 was reviewed. Discussion surrounding funds made from investing Parenting Journey money (\$600). \$500 from HST rebate should not be under revenue as it is only cash flow. “Advocacy Hay Group” line will be removed as Sarah will get the bill sent and paid before year end. “Advocacy” line will be increased from \$1500 to \$4000 to allow for possibility of a provincial meeting for Hay Group results discussion. Discussion around cards and notepads revenue. An amount of \$500 for projected revenue for cards and notepads will be added. Jenny & Brenda will follow up on card revenue with Anne. Discussion about website, Mary will suggest some changes in wording to be made and send to Donna. Discussion around the need (or lack of) for an annual audit. Admin costs will be changed to \$3000 from \$2000, anticipating the drop in insurance premiums may not be as big as anticipated. Total cash at top of budget is not really revenue (we are running a deficit and spending our savings), so this will be changed to reflect that fact. *Motion to accept 2009/2010 budget with projected revenue at \$66,450 and projected expenses at \$79,900 as amended and circulated during this meeting. D Dexter, S Melanson*
 - 4.2 Parent Support Committee- no report
 - 4.3 PR/ Fund-raising- Packages were sent out for EI month. Programs were appreciative of this. Public Service announcements are still to come, Mary O. is working on them and will circulate them when finished. Card sales are still ongoing. Sarah has a list of all of the media contacts in the province. Mary H. is working on something to put in “Atlantic Business” magazine. Mary can check with Caroline and Kari (our Graphic designer) about putting the centre picture from our poster in the add. Once complete, Mary will circulate to the BOD for input.
 - 4.4 Membership- no report
 - 4.5 Advocacy, Research and Development
 - 4.5.1 Hay Group- Hay Group information was shared and reviewed by Sarah
 - 4.5.2 Provincial meeting-EINS is looking at holding a meeting on March 28th for board chairs and ED’s to share Hay Group information and advocacy movement from Antigonish Program. After some discussion around who should attend this meeting and how information should be shared to ensure consistency and efficiency, it was decided that ED’s and Board Chairs or their designate will attend, and packages will be available that day to send out to all staff for each program so information is given to staff directly from EINS. Minutes will be taken from that meeting as well.

- 4.5.3 Advocacy strategy- Mary O shared strategies to date within Antigonish program, which will be shared with ED's and Board chairs at March meeting.
- 4.6 Web Development Committee- no report aside from Donna waiting for MOU to be signed with Credit Union before making web changes.
- 4.7 Chair- Letter was written to Chris D'Entremont welcoming him to his position. Brenda has been working with CU, and with Sarah on Hay group stuff.
Parenting Journey- *Motion: EINS will continue to manage Parenting Journey funds to end of June without further compensation from DCS. D Dexter, M Oxner.* Brenda will write a letter requesting a service agreement be signed for months April to end of June 09, including information on what happens to remaining funds at end of June
- 5.0 Business Arising from the minutes (12:20)
 - 5.1 Credit Union- They are having a Board meeting in March. Brenda will prepare a report on how \$ received from them was spent so far.
 - 5.2 Lorraine Fox Conference- We got a note from ECIANS thanking us for our contribution to the conference.
 - 5.3 EI month- Lots of initiatives sent out to programs, well received. Thanks received from Shelburne.
- 6.0 New Business (2:00)
 - 6.1 Correspondence- Letter from Isabel thanking us for our mailout to her. A letter from government based on an impact paper from Tricia Morse was also received. This will be filed with our minutes. Discussion around EINS role in ensuring service agreements are signed and monies received in a timely fashion. This can be added to discussion for March meeting.
 - 6.2 Nick Phillips- Nick is our new Coordinator, Special Needs Policy and Program Development. Brenda and Sarah will be meeting with him on March 13th.
 - 6.3 AGM- June 12th, location to be determined.
 - 6.3.1 Nominating committee- Barb will work with Mary O. on this.
 - 6.3.2 Barb Boiduk Award- Donna will look after this, and will confer with Winnie H.
- 7.0 Next meeting date (2:40)- May 2nd, 10am
- 9.0 Adjournment- 2:45, M Oxner