

PVS is the only nationwide visitation program in the United States authorized by the Federal Bureau of Prisons and the Department of Defense to visit all federal and military prisons and prisoners. Our nationwide network of volunteer visitors provides face-to-face contact with prisoners to help them cope with prison life, encourage personal growth, and prepare for successful reentry into society.

**Prisoner Visitation and Support
Board of Directors Meeting Minutes
May 13, 2022
5:00 pm EST
Session One of Three, Conducted via Zoom**

In attendance: Tom Slick (Chair); Michael Guerra, Rachel Osborn, David Poundstone, Virginia Rinella, Susannah Rose, Dan Struble. **Absent with regrets:** Suave Gonzalez, Erika Janifer, Elizabeth Leshar and Brian Lewis. **Staff in attendance:** Emily Cashell-DeSilva (*Administrative Coordinator*); Molly Clifford (*Executive Director*).

1. Welcome and Agenda Review **Tom Slick**

PVS Board Meeting Agenda May 2022

After a period of socializing via Zoom, Tom Slick called the meeting to order at 5:04 pm and welcomed all. A quorum was present. Tom reported Liz Leshar has resigned from the Board and her two PVS committees, to focus more time on her family, her role as a PVS visitor, and to use her talents for special projects for PVS. Her resignation was accepted effective today with regret and appreciation for her service to PVS and to the PVS Board.

2. February 2022 Board Meeting Minutes **All**

DRAFT PVS Board Minutes 2.4-5.2022

The February 2022 Board minutes as presented on the Board portal were approved.

3. Vote on prospective Board Members **David Poundstone**

S. Sussman and G. Blanchard

Scott Sussman Resume. Gary Blanchard Bio

On behalf of the Governance and Nominating Committee, Dave presented two names for Board membership. The first, Scott Sussman, is available to join the Board immediately. This appointment was unanimously approved. The next, Gary Blanchard, is available to join the Board in September, 2022. This appointment was unanimously approved.

Action taken: The Board of Directors unanimously approved the appointments of Scott Sussman and Gary Blanchard to the Board of Directors, both for the Class One term ending December 31, 2024.

4. Board introductions with Scott Sussman **All**

PVS Board of Directors Term Schedule as of May 2022

Scott Sussman then joined the Zoom, and Tom led Board and staff in introductions. Scott noted he had spent ten years in Reentry with the Federal Bureau of Prisons, and during that time in working with volunteer groups said that PVS was always a pleasure: “PVS is the ultimate optimistic organization.” Tom then reviewed the Board of Directors terms and class schedule as on the Board portal and in accordance with our PVS bylaws.

Regarding other Board members, Tom noted the birth of Brian Lewis's daughter, thanked Susannah Rose for her role in the Board assessment document, and reported that 'Suave,' a seven-part podcast featuring Suave Gonzalez and reporter Maria Hinojosa created by Futuro Media (NY) and PRX (Boston), won an international documentary award and a 2022 Pulitzer prize in audio reporting. There is a five minute interview with both of them.

5. Old Business

PVS Lease Extension Letter 2022-07-01 to 2023-06-30

a. Molly provided an update on our Friends Center office lease per the May 12, 2022 letter from Friends Center Executive Director Christopher Mohr. The modest increase to \$963.00 per month effective July 1, 2022 includes three telephone lines and Internet for three users. The cost for the rent as increased is reflected in our current operating budget. Molly indicated that the space continues to be acceptable even if the surrounding offices are getting busier. The Board unanimously approved the lease renewal.

Action taken: The Board of Directors unanimously approved renewing our Friends Center office lease for one year effective July 1, 2022.

b. Rachel Osborn provided an update on our PVS collection at the Swarthmore College Peace Collection and our records retention plan. She has been in touch with archivists at Swarthmore; she and Molly continue to work on a records retention plan draft for PVS.

c. Molly reported on the status of web page updates. She asked for assistance regarding PVS highlights for the timeline. It was recalled that a timeline had been included in the first draft of the renewed visitors manual and David Poundstone can resend that. Visitors can be asked to provide their PVS highlights, perhaps in a Zoom. Hyperlinks to names noted in the timeline could be an addition. Virginia Rinella will assist Molly with another iteration of the timeline for the website.

6. New Business

All

We discussed the location and manner of the November 2022 Annual Meeting. Molly noted the Martin Luther King Room at Friends Center is reserved for PVS for November 11 and 12, 2022. It was noted that if the Annual Meeting were to be a hybrid Zoom and in-person meeting, good visuals and a good movable microphone would be necessary. By a show of hands, virtually all Board members indicated they could or would be present for an in-person meeting. The decision was made to proceed with the Board meeting at Friends Center. Staff will test the technology in the MLK room prior to the meeting.

7. Executive Director Report

Molly Clifford

PVS Executive Director Report to Board May 2022

Visitor Communication Issue for May 2022 Board Meeting

Molly referenced her written report on the Board portal.

a. Visitor Coordinator. Molly reported on the process of identifying and interviewing candidates for the Visitor Coordinator position. She interviewed the two finalists and has identified the individual to whom she plans to offer the job. This individual lives near Atlanta, Georgia, so would be fulfilling the position remotely. Molly plans to make this offer early next week with an ideal start date of June 1, 2022.

b. PVS video. The 10 minute video by David Sollenberger is virtually complete and on the Board portal. Molly asked for feedback on the video, noting its length and dated material and intended use in these days of social media. Susannah strongly recommended that the video be edited to include interviews with PVS visitors of color. We were reminded PVS was promised both a short version and a long version of the video.

Action Item: Molly will look at the agreement letter with David Sollenberger to determine what was in the contract, and that the content is the property of PVS.

c. Regional outreach plan to attract new visitors and donors. Molly reported that the focus of staff and volunteer activities, including personal visits by staff, will be on these three identified communities: Philadelphia, Orlando, and Danbury, Connecticut. A secondary community would be Salem, Oregon, where Tom has been active for PVS.

d. Visitor communication issue. Referring to the document on the portal, Molly noted that the visiting privileges of a PVS visitor had been rescinded by the BOP due to an article he authored that was published in a local journal. The PVS Executive Committee had reviewed this issue and proposes three steps: 1) a formal review process for visitor media submissions and 2) a review and revision of the visitor code of conduct, both by the Governance and Nominating Committee, and 3) an upcoming training including this topic and review of language in the visitor training manual by the Training Team. Susannah noted the online test in the manual referring to this area of communication could be augmented. Rachel noted the importance of PVS as an organization controlling messaging.

Action Item: the above three steps by the named committees will be pursued.

8. Executive Session Board

The Board went into executive session at 6:30 pm ET.

The Board meeting concluded at 6:42 pm to reconvene at 11:00 am ET on May 14, 2022.

**Prisoner Visitation and Support
Board of Directors Meeting Minutes
May 14, 2022
11:00 am EST
Session Two of Three, Conducted via Zoom**

In attendance: Tom Slick (Chair); Michael Guerra, Erika Janifer (partial), Rachel Osborn, David Poundstone, Virginia Rinella, Susannah Rose, Dan Struble, Scott Sussman (partial).
Absent with regrets: Suave Gonzalez and Brian Lewis. **Staff in attendance:** Emily Cashell-DeSilva, Molly Clifford.

1. Welcome **Tom Slick**

PVS Board Meeting Agenda May 2022

After a period of socializing via Zoom, Tom Slick called the meeting to order at 11:02 am and welcomed all. A quorum was present. We recognized Emily on her birthday today!

2. Financial Report **Molly Clifford**

Profit & Loss: January through April 2022

Profit & Loss Previous Year Comparison: January through April 2021 v 2022

FY 2022 Budget v Actual: January through April

FFC and Bank Account Report for May 2022 Board Meeting

Financial Report Narrative for Board May 2022

Referencing the above documents on the Board portal, Molly noted they were still in “draft form,” and hoped the Finance Committee could review them in the coming weeks. She thanked the committee for its help. The first P&L report shows new coding as Molly described in the narrative report. She indicated it included a pledge made in 2021 that was received in 2022. Tom noted we need a balance sheet to get the revenue in the correct year. In answer to the question about the differential in visitor gifts between 2021 and 2022, Molly noted that donor gifts in late 2020 were not always recorded then but deposited in the first quarter of 2021, due in part to delays related to Covid and the US mail. Next the FY 2022 budget versus actuals report has the same timing issues as with the P&L reports. The Friends Fiduciary account shows a \$20,000 increase over the last period reported due to a portion of a major gift placed there. In terms of financial reports, Susannah asked if staff needed more training or support, and Molly said more training on reports would be likely. Emily noted the QuickBooks Made Easy training has been very helpful. Tom noted we need a monthly reconciliation between QuickBooks and DonorPerfect, and statements based on the accrual basis. He suggested a consultant at the end of each quarter to assist staff. Molly noted Erika has been extremely helpful with QuickBooks. Regarding 2022, the salary for the visitor coordinator is budgeted at \$32,000 and Molly noted the identified candidate may have benefits with her other part time job. Molly noted the three month contract with the QuickBooks consultant is ongoing. Regarding DonorPerfect, technical support is part of the package for which PVS pays.

Molly noted that summer is a slow period for fundraising and encouraged Board members to make their gifts and pledges. Rachel referred again to the \$20,000 Board goal for 2022.

3. Standing Committee Reports Committee Chairs

Executive Committee

Tom Slick

Tom Slick provided a short summary of what has occurred at recent Executive Committee meetings.

Development Committee

Rachel Osborn

PVS Development Committee Report for 5.2022 Board meeting

AFP FEP 2020 – 2021

PVS Gift Acceptance Policy Executive Summary Draft 5.4.2022

Rachel noted the portion of her report relating to Board cultivation of the newly acquired donors, all of whom will receive regular communications from PVS through 2022. Of these 137 new donors, the top three tiers will be additionally cultivated by Board members, who will be assigned to send a personal welcome note on PVS stationery to about five people each, in May and again in late fall prior to the year end 2022 appeal solicitation. Molly and Rachel will draft the short welcome note as a template, which will be emailed to the Board along with the list, and PVS notecards will be mailed to them for their use.

Regarding the AFP report, Rachel noted that individual donors have always been our mainstay. Molly reported that, among organizations, we have few large donors and we do not have personal contacts anymore with them. Most of our organizations are smaller, mainly congregations. Molly will be sending a June letter with the new brochure to these congregations to encourage visitors and donors. Dave noted that he is one of the visitors who gets his congregation to sustain its effort in supporting the PVS budget and suggests the same for other visitors. Molly stated we can track the organizations to which new visitors belong. Scott noted the differential between the numbers between 2020 and 2021 and asked if it was the timing or content of the appeals. Rachel stated all appeals are coded on DonorPerfect and she felt donors had increased empathy with prisoners due to Covid. Scott felt people may also have had more disposable income.

Gift acceptance policy draft. Explaining the importance of PVS having such a policy, Rachel reviewed the draft in detail and asked that if Board members had questions to email her. The goal is to have the Board approve a gift acceptance policy at the September Board meeting. At 12:04 pm Scott had to leave the meeting, and Erika joined.

Finance Committee

Erika Janifer

Finance Committee Report to the Board 05-12 & 13-2022

Erika reported on progress with the PVS fiscal policy, and also the cost-out for the strategic plan. The finance and development committees are working jointly on the latter document. David Poundstone is working on an excel spreadsheet version of the cost-out document. Tom expressed appreciation to the committee and hoped that both documents would be ready for the September Board meeting.

Governance and Nominating Committee

Dave Poundstone

Governance & Nominating Committee Report

Board Self-Assessment Tool – Draft

Reviewing the report on the portal, Dave reported on the two Directors just appointed to the Board, and also the committee's goal of identifying two other Directors for approval at the November Board meeting.

Susannah reviewed the self-assessment tool draft and requested comments for any revision to the questions. The goal is to have each Board member assesses the Board as a whole, then numeric answers will be tabulated to provide a snapshot of how Board members think the Board is doing. Directors were asked to email any comments on the draft within two weeks to Molly, Dave and Susannah. The document will then be resent, Directors will complete it by a deadline, and the aggregate results presented at the September meeting for continuous quality improvement.

Personnel Committee **Virginia Rinella**

Personnel Committee Report to the Board 05-12 & 13-2022

Reviewing the document on the portal, Virginia reported a review the PVS Employee Handbook is underway for potential revisions and additions. Carl Pope will be invited to the next committee meeting for clarification on specific personnel topics, including PVS benefits such as FSAs, HSAs, and pension.

The Board session concluded at 12:35 pm for a break, to reconvene at 12:50 pm.

Prisoner Visitation and Support
Board of Directors Meeting Minutes
May 14, 2022
12:50 pm EST
Session Three of Three, Conducted via Zoom

In attendance: Tom Slick (Chair); Michael Guerra, Rachel Osborn, David Poundstone, Virginia Rinella, Susannah Rose, Dan Struble. **Absent with regrets:** Suave Gonzalez, Erika Janifer, Brian Lewis, and Scott Sussman . **Staff in attendance:** Emily Cashell-DeSilva, Molly Clifford.

Tom Slick called the meeting to order at 12:50 pm. A quorum was present.

1. Training Committee/Virtual Conference **Molly Clifford**

Molly reported on the Training Team’s plan to suspend the current every other month Zoom training for visitors, so that staff and volunteers can focus on planning a November or early December 2022 online training conference. Regarding framework and budget, Molly said it would be multiday session, based on the Board meeting Zoom structure, and possibly offer different tracks for new and experienced visitors. There would be some costs associated with a keynote presenter, but the session should break even. The cost per participant is yet to be determined. Molly requested feedback on the plan.

This led to a discussion about a potential for a 2023 in-person training conference. If so, planning and location must be identified immediately. Molly noted new trainers Jan and Ken Cottrell are enthusiastic about a session in Lexington KY where they live; no conference center has been identified. Dave reminded the Board to look at delivery of training, referring to the previous regional conferences and also not going back to old paradigms of training. Dan recommended a survey of visitors. Virginia noted the regional trainings reduced expenses for visitors but fatigued the training team. She suggested a SurveyMonkey of visitors before planning anything. Tom noted the national conference

is reinforcing from the personal connection, but review attendance. Rachel stated any plan must include a budget. Dave noted past conferences broke even; we increased costs but therefore had declining participation among visitors due to money. The new visitor coordinator will be involved in planning. Tom noted that staff should have an interim report on both the 2022 and 2023 conferences before the September Board meeting

Action Item: The Training Team will take this discussion for the 2022 and 2023 training conferences under advisement at its May 18, 2022 meeting.

2. Reminder of items due for September Board meeting **Tom Slick**

Before staff was excused for the executive session, Tom reminded the group of items to be completed for approval at the September Board meeting: 1) PVS gift acceptance policy, 2) financial policy and procedures, 3) cost-out for strategic plan, 4) employee handbook, 5) 2023 in-person training conference planning. Also, reaching out to the new donors per the Development Committee report.

Staff then left the meeting, with thanks for all their work.

3. Executive Session **Board**

The Board went into executive session at 1:24 pm ET to discuss financial matters.

The Board meeting concluded at 2:23 pm ET with thanks to all, to reconvene at the next regularly scheduled Board meeting on September 9 – 10, 2022.

Rachel Osborn, Board Secretary