

PVS Executive Committee
October 19, 2022
Meeting notes

Members: Tom Slick, Board Chair; Rachel Osborn, Virginia Rinella, Dan Struble.
Invited Director: Molly Clifford.

Chair Tom Slick called the meeting to order at 11:10 am ET. All were present. We followed the previously distributed agenda:

1. **Executive Director's report.** A. Suave/Susan Burton event October 26th. Responses with RSVPs and fundraising/sponsors are slow. All visitors got a hard copy invitation along with the training event materials. Molly will send out a reminder to the Board. B. Training is coming together - Emily is doing a lot of this work. Molly's concern: there are 100 visitors who are attentive and responsive; 200 who are 'elusive.' C. Morton Gallery event November 10th. The hope is for 50 people. Rachel asked if we were using the event management module in DonorPerfect to track. Molly said that could be done; Rachel said that should be done. We discussed informing people about parking, etc. The venue is about five blocks from Friends Center.
2. **Staffing/budget.** Molly reviewed a proposed revised staffing plan. First, adding a contract bookkeeper/accountant. Stephanie Farley, who lives outside Philadelphia, has been identified, vetted and engaged to work with us. Her fees are \$60/hour for bookkeeping and \$100/hour for accounting. She is developing a plan with Molly and Emily. Tom said this will be monthly; get the money into the 2023 budget. Next, a new program manager position; a draft job description has been reviewed with the Personnel Committee. It is extensive in that it incorporates portions of the volunteer coordinator and administrative coordinator positions. Shifting some work, perhaps hire an administrative assistant or seek a volunteer? Last, Molly's going to a 30 hour week versus the current 24 hour week commitment. She said this gives six extra hours a week for fundraising.

Molly shared a proposed budget of \$141,850 that reflects these changes. It includes a temp at \$15/hour for 20 weeks x 12 weeks for the 'crunch time' of November - February each year when year-end fundraising is at a peak. Regarding next steps, the job description has been approved by the Personnel Committee and it will be attached to the 2023 budget. Molly has discussed this new position with Emily, and she is willing. Dan asked would there be an evaluation a) of the position and b) of Emily herself in this new role? Molly said yes, it is continuous. That and Molly's going to 30 hours a week is in the 2023 budget.

3. **2023 Board officers and committee chairs.** Tom reviewed a proposed slate of officers and directors. It is still firming up as conversations with some prospects are continuing. When it is done, we will e-mail it to everybody. Dave as chair of the Governance and Nominating Committee will present the slate at the November Board meeting.
4. **November Board meeting draft agenda.** We discussed and proposed revisions to the draft agenda, suggesting that both days start with 1/2 hour period of socializing/coffee for those present in person. Old business, new business, and the proposed 2023 calendar of meetings will be added. Also, the bio of proposed Board member Steve Schwab.

Molly said Steve is the executive director of the Dole Foundation in Washington DC. He is a fundraiser as well as CEO; from Rochester he is a friend of Molly and Mike Guerra. He is interested in helping PVS with positioning nationally as well as fundraising overall. He will not be able to join the November Board meeting so his term would start January 2023 if the Board approves. Reviewing the DEI assessment, Linda Wilson will guide that discussion.

Molly asked if people would be interested in visiting the Eastern State Penitentiary on Friday morning and the answer was yes. Molly could get advance tickets. Friday dinner will be covered by PBS, people will cover their own drinks. Lunch on Saturday will be pizza provided by 'Down North,' a business staffed by ex-convicts.

5. **Review of strategic plan status.** We reviewed and Molly revised (in red text) the goal document with updates regarding progress. We asked do we want to share this document at the Board meeting as a result of the Executive Committee review?

The strategic plan for the Saturday November 12 session is that each committee will report progress or lack thereof on its goals, and then have a revised strategic plan. Can Susannah perhaps do this? We want to have the committees report their accomplishments even if they were not in the strategic plan so we can celebrate as well as reflect progress toward the goals.

The meeting concluded at 12:32 PM ET.

Rachel Osborn, Board Secretary