

Executive Director's Report to the Board, November 2023

Administration

- We have hired a part-time Administrative Assistant, Stephanie Perez, who will start with us on November 15. Stephanie had been an Office Manager for an after-school program until recently. She has school-aged children and likes the idea of being able to get them on and off the bus. She will be working in the office Monday-Thursday from 10AM-2PM.
- We have worked with Bee, Bergvall to complete the financial statement and 990.
- We worked with the Governance & Nominating Committee to finalize the draft of the records retention policy.

Development/Communications

- We prepared the 2023 annual appeal, which should hit mailboxes on or about November 15. It features part of a letter submitted by a formerly incarcerated person who had reached out to thank the PVS visitors who visited him over multiple years in multiple prisons.
- Now that the basic endowment and investment policies have been established, we will be working on a planned giving campaign.
- Thanks to Visitor Karen Altman, we have been working with a group of students from Bucknell University. They are researching articles about the effectiveness of visiting on mental health and recidivism, as well as creating social media posts that we can use over time.
- We will receive \$3000 from the United Church of Christ, after re-establishing our relationship with them last year. They have pledged to help recruit volunteer visitors as well.

Visitors/Training

- We have been spending the bulk of time planning for the 2023 Training Conference in Lexington. With the help of the Training Committee, we are planning sessions, preparing PowerPoints, reviewing details and getting paperwork in order. We hope a good, and meaningful, time will be had by all!
- So far this year, we have received 92 applications and appointed 43 Visitors. We are currently on track to reach our goal of appointing 50 new volunteers during 2023.



- The appointments break down as follows: one each to Alderson, Butner, Chicago, Cumberland, Fairton, Fort Dix, Lewisburg, Petersburg, Philadelphia, and Springfield; 2 to Allenwood; 3 to Atlanta; 3 to Carswell; 6 to Coleman; 4 to Fort Leavenworth; 2 to Greenville; 2 to Lexington; 3 to Milan; 2 to Otisville; 3 to Terminal Island.
- We also had 3 reappointments – Visitors who either took a break from visiting or elected to transfer from one facility to another. One each at Florence, Philadelphia, and Victorville. Thanks to Willa Izzo, Gary Allshouse, Gary Blanchard, Denise Carpenter, Eileen Gilkison and Patty Ressler-Billion for their help with interviews!
- There are currently 84 people on the waiting list to be visited at 29 facilities. The facilities where we see the greatest need are: Atwater, Edgefield, Fort Worth, Los Angeles, Marianna, McKean, Memphis, and Thomson.
- We continue to alternate Visitor and Local Coordinator Zooms each month, in addition to quarterly “Social Saturday” meetings. Given that the Training Committee is focused on the conference, we are inviting outside speakers to make presentations in lieu of more formal trainings. We will welcome Chris Zoukis in December, a formerly incarcerated individual who now helps people prepare themselves to serve time in federal prison.
- We have entered into a 6-month contract with Friends’ Journal, to do one ad in three magazine issues and one ad in three of their weekly email blasts. We thought it would be worth the reasonable investment to see what kind of an impact it has as we explore other avenues to recruit new visitors.

