

Prisoner Visitation & Support
Board of Directors Meeting
February 13, 2026
Minutes

Board Members Present: T. Slick, L. Roberts, E. Gilkenson, D. Struble, M. Clifford, S. Sussman, L. Richards, M. Guerra, M. Geiger, K. Cottrell, S. Carbaidwala

The meeting was called to order at 5:02PM.

Welcome:

Tom proposed that Board meetings be held on one day; in the past, the second day was often used for project work. The hope is that this year more work will be done through the committees. More information will be put into the consent agenda.

Consent Agenda:

Tom opened the consent agenda for discussion. There were no questions. Dan Struble moved the consent agenda; Molly seconded; the consent agenda passed.

Max asked that Board members be sent calendar invitations for the Board meetings.

ED Report (Alen):

Alen presented a PowerPoint on the status of the organization and outlined strategic goals:

- growing and supporting visitors
- strengthening and diversifying fundraising
- improving data hygiene
- elevating our voice as an organization
- being good stewards of our relationship with the BOP

Scott asked how office hours went: 51 attendees

Proposed vision: by 2030, PVS will ensure no one in federal custody seeking meaningful human connection is left without it.

There was agreement. Leila suggested we share our strategic plan with the BOP, wardens.

Alen outlined the core priorities for each goal, included in the PowerPoint.

Linda asked if there was a recruitment committee/task force. Alen would like an ad hoc, light lift committee of 3-5 Board members and visitors. Eileen, Leila, Shazad & Max volunteered.

As it relates to data health & clear KPIs, Alen proposed a new Board Dashboard:

Four pillars: mission delivery, visitor capacity, financial sustainability, institutional health

For each pillar, the metrics will include the CY26 goal, baseline, YTD progress, status

Linda asked about the numbers provided – they did not seem right to her. Number of individuals supported – numbers seem high given the number of visitors we have. There may be duplication, including waiting list people who are visited periodically. We should try to figure out how to count those people.

There was discussion of visits vs reports.

Max suggested we include a percentage of people on the waiting list who are being visited.

The number of visitors we need to recruit to meet our goal should be based on the number of prisoners on the waiting list divided by 4 years.

Alen plans to update the dashboard bi-weekly and shared with the Board monthly. Tom suggested staff develop a “cheat sheet” with data definitions.

Executive Committee Report (Tom):

Met to make a recommendation to the Board on staff retirement contributions. Recommends 7% in 2025, same as 2024. Contributions will apply to Emily & Anna; Rebecca has not been on staff for a full year. Linda moved, Dan seconded; Board voted unanimously in favor.

There was more discussion on staff bonuses and staff performance. While recruitment goals were not met, staff worked hard on the training conference, which went well, and both Emily and Rebecca had to work through change in ED. Additionally, changes in IRS law changed how we handle health care reimbursement. Committee proposes a total \$5000 bonus for Emily (\$2500 bonus, \$2500 non-recurring health care contribution) and \$1000 for Rebecca. Some discussion over whether health care should be covered another way, but it was deemed unnecessary. Scott made the motion, Linda seconded, Board approved.

As we've continued to struggle with how to quantify the performance bonus, Alen will work with Personnel Committee to develop performance metrics that will better guide us in the future.

Finance Report (Linda):

Documents are on portal. The 2025 Financial Report will be amended to reflect the pension & bonus amounts just passed. Finance Committee charter was changed to remove reference to Strategic Plan.

There was an additional amended report on the conference budget. Original budget contribution was \$10,000, turned out to be \$10,500. Main reason was fewer attendees than anticipated.

Committee will be working on revising the Fiscal and Accounting Policies; as well as with the accounting firm on the annual Financial Review, which will be presented at the next Board meeting.

Development Committee (Alen):

Leila has agreed to chair the committee. Key priorities are Board engagement and leadership, donor growth and diversification, institutional funding, and events and visibility. Max mentioned the need to try and get more people involved in PVS who know more about fundraising. Linda also raised the topic of planned giving and whether that should be part of the development strategy.

Podcast Update (Shazad):

Shazad reported that he had procured a list of 700 podcast hosts and he, Leila and Linda had reviewed it. Proposals had been sent to 180 hosts; so far there have been 3 podcasts that Shazad has recorded. He will send the links to the podcasts to the Board. More proposals will be sent out. Shazad believes we need to do more social media around the podcasts themselves to create more awareness.

Leila would like to have a "fact sheet" on hand for when she is interviewed.

Linda asked if the podcast hosts could share the data related to each segment. Shazad said they do and he would share it with the Board.

Governance & Nominating (Molly):

Committee is reviewing foundational documents and focusing on recruiting new Board and Honorary Board members. Annual documents – Conflict of Interest, etc. – need to be completed and sent back to the office. Be on the lookout!

Tom added that we are trying to come up with ways to engage the Honorary Board members beyond one meeting a year.

Linda raised an additional issue with the PVS BlueVine account – she attempted to become the administrator and was told she couldn't; Molly is the administrator and that couldn't be changed. Linda and Molly will work together to figure this out.

This concluded the official meeting, which was adjourned at 6:32PM.

Molly Clifford
Secretary