

**PVS Executive Committee**  
**Friday January 7, 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 11:00 am ET and reviewed the previously distributed agenda, asking for additional items. Two were added.

**1. Executive Committee charter.** We reviewed the charter and concurred it was accurate for the work. Tom asked for clarification about what the executive committee had previously done when it met. (Virginia and Rachel had been part of it.) Rachel outline from her memory that it reviewed the budget, made necessary decisions between Board meetings, and reported verbally to the Board at ensuing meetings.

Tom raised the question of the number of Board meetings. Rachel noted that at the November 2021 meeting we set four meeting dates for 2022. It was noted that one of these could be a Board training session, for example on inclusion and diversity. We noted that with fewer expansive items on the Board's agenda, such as the bylaws and strategic plan approved in 2021, it could be that the Board meetings would be two or perhaps three 90-minute sessions rather than four. We will have a better idea of this after the February 2022 Board meeting.

**2. Executive Committee meeting schedule.** We agreed that we wanted to see Board agenda items on the Board portal a week prior to each Board meeting. We agreed the executive committee would meet 4 weeks before each Board meeting, starting today. The three future meetings are all on Thursdays at 11 am ET: April 14, August 11, and October 13, 2022.

**3. Agenda and schedule for February 2022 Board meeting.** Rachel read the standard agenda items from the November 2021 Board meeting and indicated timing for each. We agreed that committee reports should be submitted in advance in writing for the Board portal. Given that each committee will be appointing its chair and reviewing the strategic plan, development and finance might need 20 minutes each and that the other two committees might need 15. Note: Molly delivers the financial report in conjunction with the treasurer; the finance committee covers broader issues. Virginia asked for a list of the committees. Molly noted that when the committees select their chairs that list would be completed and placed on the Board portal. Molly will complete the timed agenda for the February 2022 Board meeting with Tom.

Molly raised a question about the best way to have Board members play a role in the areas most critical to the organization, for example, fundraising. Rachel's noted that these are included in Board member individual responsibilities. Perhaps ask each committee to address this in its upcoming meeting as part of keeping the strategic plan as a living document.

Molly also asked about gaining Board insights or thoughts going into year three of the pandemic with no visiting. "Does PVS still exist?" was a question from one visitor who can no longer visit. We know that encouraging the BOP to use technology for visitation, for example Zoom, lies in the future. We agreed Molly would place this question on the staff report for the February 2022 Board meeting: a Board brainstorm "how best to keep PVS viable in the third year of the pandemic?"

**4. Eric Corson.** Now that his book about visiting is out and is generally benign, Tom questioned whether there were appropriate ways to recognize Eric's 40 year role at PVS. After discussion, we agreed that a PVS history page would be added to our website including Eric's tenure and service. Also, Molly in her regular email to visitors and also the email to the broader email list will highlight the availability of Eric's book. This can be done in conjunction with highlighting other PVS visitor reading resources, e.g., the "Wisdom book."

Since none present had read the book, Molly said she would get a copy of whatever introduction it may have for review and possible inclusion of a version in materials Molly sends. If none, she will contact Eric to obtain a draft introduction to be sent to her and Tom for review.

**5. Letter to Merrick Garland.** With the resignation announcement yesterday of BOP Director Michael Carvajal, a letter to Merrick Garland and copying Congressional leaders introducing PVS and stating our concern for the quality of prisoner life and the importance of visiting will be drafted by Molly on her return from vacation, shared with the executive committee, and then signed by Molly and Tom Slick. The Board would then be alerted that this letter has been sent.

**6. Finances.** In answer to Virginia's inquiry about whether PVS has sufficient funds, Molly answered that we are afloat. Today Emily is putting together a report of the results of the 2021 donor acquisition bulk mail and the year-end donor solicitation.

The meeting concluded at 12:35 p.m.  
Rachel Osborn, Board Secretary