

*PVS is the only nationwide visitation program in the United State 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 and prepare for successful reentry into society.*

**Prisoner Visitation and Support Board of Directors Meeting Minutes  
September 11, 2020  
Zoom Meeting**

**In attendance:** Rachel Osborn (Chair); Marc Levin; David Poundstone; Susannah Rose; Virginia Rinella; Dan Struble. **Staff in attendance:** Emily Cashell-DeSilva (*Assistant to the Director*); Molly Clifford (*Executive Director*).

**1. Welcome and Chair Update      Rachel Osborn**

Rachel called the meeting to order at 2:00 pm EST. She welcomed all. A quorum was established. Reviewing the agenda, she asked if anyone had additional agenda items. Virginia Rinella requested that we review and discuss the PVS Bylaws to prepare for Board recruitment. Rachel reported she met with Molly Clifford (and Emily Cashell-DeSilva, briefly) at Friends Center on September 10, 2020 to welcome Molly in person as new executive director. She voiced appreciation of staff for all their hard work during the COVID pandemic.

**2. Finance Report      David Poundstone**

Dave reviewed a working budget spreadsheet (previously distributed) showing working budgets for 2020 and 2021: \$164,765 for 2020; and \$186,749 for 2021. Dave noted that there will be a possible surplus in our 2020 budget lines for postage and printing since our last two appeals were sent out via email, in part due to the pandemic. In 2020 we are approaching a deficit year. Our cash assets suggest that we may need to utilize Friends Fiduciary funds to stay in the black.

Reviewing the September 10, 2020 balance sheet and P&L previous year comparison (both previously distributed), it was noted that there is a discrepancy between income reported in Donor Perfect and QuickBooks that Emily is working on reconciling. This will need to be resolved before the 2019 audit. Staff will talk to QuickBooks and report back to the Board on options. The AFP FEP report was distributed and will be discussed in the development report.

**3. Executive Director's Report      Molly Clifford**

Molly reviewed her ED introduction and communication plan (previously distributed): Board - Molly will hold individual meetings with Board members, either via phone or Zoom; and calls or Zoom meetings with all active committees. Staff and Board will copy Molly on all communication between them.

Bureau of Prisons - The PVS letter to the BOP introducing Molly as new ED was mailed September 10, 2020. Molly will follow up with Scott Sussman, Deputy Administrator, National Reentry Affairs Branch, and Director Michael Carvajal in a week. We will also plan to hold our regular meeting with the BOP administration in Washington in 2021 when possible.

Visitors - There will be two Zoom calls scheduled with coordinators to meet Molly and get their ideas on how best to connect with visitors during this time. There will also be Zoom calls open to all visitors and donors. In addition, Molly will have “office hours” during which she will be available to take calls from any visitor or donor who would like to talk with her.

Staff - Staff has been having weekly staff meetings on Wednesdays at 11 am via Zoom. Emily and Molly are in the office Tuesdays and Thursdays; Eileen plans to be in the office one day a week.

Donors - Molly is reviewing the donor list and will contact major and continuing donors by telephone. Donors will also be receiving the Constant Contact emails.

Friends Center - Molly has met with Chris Mohr and Erick Emerick. Our lease expires at the end of December 2020.

Susannah noted that some of our contacts, including visitors, may have unsubscribed from our Constant Contact emails, so they may not be receiving emails. Molly and the Board will work together on a plan to contact sponsors and endorsers. It was suggested that we distribute an annual report this year.

***Action taken:*** The Board approved Molly’s plan as presented.

***Action to be taken:*** The Board will review its lease options at the next Board meeting.

#### **4. Training Report     Susannah Rose and David Poundstone**

Susannah provided an update on the training manual revisions in progress. The draft is under review by two groups of PVS visitors: new and experienced. She reported that she is still awaiting feedback on the draft from some visitors and hopes to have them all by this week. She would like Board members and staff to review it next week. Molly, Emily, Rachel, and Marc Levin will review the manual draft and return edits to Susannah within 10 days. The Training Committee decided to postpone its next call until after all the reviews come in; Molly will participate in the next call.

Susannah will send the latest draft of the text to the Board and staff; the final draft of the visitor’s training manual will be reviewed and approved by the Board for policies and content. Once the final review is complete, next steps including getting photo permissions and securing professional layout. Distribution to PVS visitors will be primarily online. Virginia suggested a tracking tool to show whether people have opened the manual.

Appreciation was expressed to everyone who has worked on the new training manual, especially Susannah and Dave.

***Action to be taken:*** The Board will review the draft manual at the next Board meeting.

**5. Development Report Rachel Osborn and Marc Levin; Emily Cashell-DeSilva**

Emily reported that from June 20 through September 10, total income from the summer 2020 appeal is \$16,105.98. This includes responses from the appeal, Susannah's jewelry site, a CFC donation, and donations received via Facebook. The anonymous visitor's donation of \$10,000 for matching was received as a stock gift.

Following our PVS development calendar, we will need to send another appeal before the end of the year; the goal is mid-November. The theme of PVS' vital importance to prisoners will be continued. It was suggested we send a mailed copy of the appeal to everyone on our list instead of just email. Post-appeal, email messages reinforcing the 'ask' will be sent by staff.

Marc raised the possibility of conducting a prospect mailing; the committee will discuss this at its next meeting. Giving Tuesday 2020 will also be reviewed.

Rachel reviewed the AFP FEP report comparing this fiscal year with last year for the same time period. In certain categories our gift totals and gift transactions are down; in others they are up.

**6. Next Board meetings All**

The Board determined the next meeting will be between November 5 and 20, 2020. Since we are not able to meet in person for our usual Friday and Saturday Board meeting at Friends Center, we will plan to have three 1 ½ hour Zoom sessions, spread over two or more days. Molly will send out a Doodle poll with dates so we can choose the best times

We will consider changing our Board meeting schedule for 2021, possibly moving to bimonthly calls instead of monthly.

**7. Executive Session Board**

The Board went into executive session at 3:45 pm, at which point staff left the meeting. The meeting adjourned with thanks to all at 4:00 pm.

Rachel Osborn, secretary pro tem  
With thanks to Emily Cashell-DeSilva