

PVS is the only nationwide visitation program in the United States 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, encourage personal growth, and prepare for successful reentry into society.

**Prisoner Visitation and Support
Board of Directors Meeting Minutes**

DRAFT as of 10/31/2023

Friday, 8 September 2023

5:00 pm ET

Session One of Three, conducted via Zoom

In attendance: Tom Slick (*Chair*); Virginia Rinella (*Vice-Chair*), David Poundstone (*Treasurer*), Dan Struble (*Secretary*), Michael Guerra, Steve Schwab, Scott Sussman, Esther Zeledon.

Absent: Shazad Carbaidwala (joined briefly by phone), Eileen Gilkenson (illness), Erika Janifer, Suave Gonzalez (with regrets).

Staff in attendance: Molly Clifford (*Executive Director*); Emily Cashell-DeSilva (*Program Manager*).

1. Welcome

Tom Slick

Following a brief period of informal socializing and with a quorum present, Tom called the meeting to order at 5:00 pm ET. In reviewing the agenda, Tom noted that the welcome and introduction of Eileen Gilkenson to the Board had to be postponed due to illness.

Chair report:

Tom described the event at Salem, Oregon, sponsored by Catholic Charities and featuring Father Greg Boyle and Suave Gonzalez as a success. PVS gained exposure and obtained names for our mailing list; Suave was interviewed by a local news channel.

The draft of IRS form 990 and compilation of financial statements are with the Finance Committee and will be presented for Board approval at the November meeting.

The training conference is set for November 8 - 12, with the annual Board meeting scheduled for Saturday evening and Sunday morning, November 11 and 12. All Board members are encouraged to attend in person.

Efforts to establish an endowment continue with work by the Governance and Finance committees.

2. Consent Agenda

All

Tom asked for a motion to approve the minutes of the May 2023 Board meeting and the committee reports as presented on the Board portal. Steve Schwab so moved, seconded by Dan Struble, with unanimous approval.

3. Executive Director Report

Molly Clifford

Molly also described the Salem, Oregon event as an amazing experience, and thanked Tom for his efforts that helped make it happen. The PVS video has been edited down to about 5 minutes and can be seen on the website. We have recently received several generous gifts and bequests that help our immediate financial outlook. The Methodist church continues to provide strong support, including recruitment of visitors in several areas around the country; a Philadelphia group that focuses on assistance to Latina immigrants may also help with recruitment of visitors for the Philadelphia FDC where a significant number of women are serving their sentences. Internal structure and processes have been strengthened over the past three years and now the focus will shift to external issues, strategic planning and visioning, and visitor recruitment.

4. Training Conference Update

Molly & Emily

Emily reported that to date 30 people have registered for the November conference, with 26 visitors (including three Board members) and four guests. She gave an outline of conference sessions and topics, and noted that Steven Bright will be the keynote speaker on Friday; the Warden from FMC Lexington and the BOP Assistant Director of Reentry Affairs will also be present on Friday. Scott reported on efforts to engage a BOP official to present a session at the conference on the First Step Act. Emily noted that financial support for attendees is available.

5. Financial Reports

David Poundstone

Dave focused on the 2023 fiscal year-to-date “Budget vs. Actuals” report, noting that revenue was well above the budgeted figure due to recent bequests and gifts, putting us in a position such that we might consider seeding an endowment. In ensuing discussion, Molly pointed out that the budgeting process is not scientific; for next year we will look at performance over the past three years to develop a more accurate budget, particularly with regard to income. Expenses have been on track. Steve cautioned us to set bequest amounts aside psychologically in order to be realistic with respect to expected income going forward. He also noted that collective giving by the Board remains important. He suggested that we assess the impact of these types of giving on last quarter performance and how that can be spread out in planning for the coming year.

6. Endowment Establishment

Tom Slick & Mike Guerra

Tom and Mike reported on the process undertaken by the Governance & Nominating and Finance committees to draft policies necessary to establish the endowment, as charged at the last Board meeting. Mike presented the resultant documents: Prisoner Visitation and Support Endowment Policy, which establishes the endowment, and Prisoner Visitation and Support Investment Policy for Endowment Funds, which governs how endowment funds may or may not be invested. Once approved, the policies would be handed off to the Finance Committee to run the endowment. A financial advisor(s) would be required for PVS to establish the endowment, especially to implement a long-term investment plan and assure compliance with Pennsylvania regulations. Discussion ensued over possible changes to the fiscal and gift acceptance policies, for review by the Finance and Development committees, respectively, to assure consistency and lack of conflict. Steve asked a question regarding return rates in challenging years; following discussion no further changes to the endowment and investment policy documents were proposed. With no further questions or discussion, Steve Schwab moved to adopt the endowment and investment policies; the motion was seconded by Dan Struble; Board approval was unanimous.

7. Executive Session

Board Members

The Board went into executive session at 5:55 pm ET. The executive session, and Board meeting, adjourned at 6:05 pm ET, to reconvene at 11:00 am ET on Saturday, September 9, 2023 for the second Board session.

**Prisoner Visitation and Support
Board of Directors Meeting Minutes
DRAFT as of 10/31/2023
Saturday, 13 May 2023
11:00 am ET
Session Two of Three, conducted via Zoom**

In attendance: Tom Slick (*Chair*); Virginia Rinella (*Vice-Chair*), David Poundstone (*Treasurer*), Dan Struble (*Secretary*), Michael Guerra, Erika Janifer, Steve Schwab, Scott Sussman, Esther Zeledon.

Absent: Shazad Carbaidwala (with regrets), Eileen Gilkenson (illness), Suave Gonzalez (with regrets).

Staff in attendance: Molly Clifford (*Executive Director*); Emily Cashell-DeSilva (*Program Manager*).

1. Welcome

Tom Slick

Tom called the meeting to order at 11 am ET and read a letter from a prisoner expressing gratitude for PVS visits. He then turned the session over to Esther and Steve.

2. Strategic Planning Work Session

**Esther Zeledon &
Steve Schwab**

Esther and Steve led a thoughtful, guided discussion on “Defining Our Whys”; Esther will provide a summary of that session.

The meeting broke at 12:30 pm.

**Prisoner Visitation and Support
Board of Directors Meeting Minutes**

DRAFT as of 10/31/2023

Saturday, 13 May 2023

1:00 pm ET

Session Three of Three, conducted via Zoom

The meeting reconvened at 1 PM.

1. Standing Committee Highlights

Committee Chairs

- A. Executive Committee. Tom reported that the Executive Committee met on August 9 to prepare for the present Board meeting.
- B. Development Committee. Steve reported that the committee prepared for the session with Esther and will support her process, including a follow-up session. The committee is exploring a “season of giving” year-end Board challenge; Esther suggested that gifts of time also be considered. Steve described strategies for increased planned giving. Mike asked what methods of donor communications are most effective; Molly reported that direct mail, with email follow up remain effective. Tom noted the Board will continue with the strategic planning process by holding a special meeting in late September or early October.
- C. Finance Committee. Dave reported meetings regarding the endowment policy and insurance coverage review. The training conference budget is in good shape; Stephanie Farley continues to assist Emily with keeping records in good shape and DonorPerfect records well-coordinated. Regarding insurance, Dan asked about excess auto liability and gathering data on visitors’ personal coverage; Molly explained that PVS’ coverage would begin and pick up any excess after a visitor’s coverage ended, and that PVS would need to collect data to show that visitors were insured in order for this to go into effect.
- D. Governance and Nominating Committee. Mike reported meetings to address the endowment and insurance. Conversations have continued regarding Resilia and Linda Wilson; we will maintain our relationship with Linda and keep access to online Resilia resources to assist with diversity initiatives. Potential Board members and officers continue to be identified, factoring in skill sets. Mike presented and discussion followed on the Board self-assessment tool, with consideration of how the structure of PVS can be improved; several questions need to be reworded - feedback is welcome. Steve raised a concern that there might be a loss on the Board of institutional memory, legacy, history, and culture as a consequence of term limits; discussion followed about formation of an honorary or advisory board.

- E. *Personnel Committee.* Virginia reported the committee met to propose the addition of a part-time administrative assistant who would take on routine office functions. Molly described duties that would be assigned to this position, which would allow more time for her to address fund-raising and for Emily to focus on visitor recruitment, training, and support. Discussion followed on details regarding number of hours per week needed, schedule flexibility, hourly wage, benefits, and how the position could be funded. Following discussion, Scott made a motion to authorize Molly to post the position, with 15-20 hours per week negotiable and wage \$20-\$25 negotiable; Scott seconded the motion; approval was unanimous.

With no further business, the Board went into executive session at 2:12 pm ET. Following discussion, the executive session, and Board meeting, concluded at 2:17 pm ET.

Respectfully submitted,
Dan Struble, Board Secretary