

PVS Executive Committee
Thursday, August 11, 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 11:07 am ET. All were present and briefly shared personal updates. No items were added to the previously distributed agenda.

1. Executive Director Update. Molly reported: a. the DonorPerfect/QuickBooks reconciliation is close to being done. PVS is reconciled but one piece is being completed. Dave Poundstone and Erika Janifer will be given access to the books to have an updated report for the September Board meeting. b. Visitor Chuck Barrett has stepped down as a PVS visitor, as he exceeded PVS boundaries by helping a prisoner with legal issues and raising funds to address them. He will continue to support PVS. c. A welcome letter was sent to the new BOP Director and Molly will send a copy to the Board. There is a concern with the longevity of an external appointee to this position at BOP. The Director has the authority to appoint high level people at BOP. We will continue to monitor.

2. Review of Committee Work. a. Finance. Dan reported that the accounting manual is progressing, and the committee hopes to have it ready for approval at the September Board meeting. Tom noted it is time to start thinking about the 2023 budget. There also have been some discussions about having a monthly budget. b. Personnel. Virginia reported that the committee is halfway through updating and streamlining the employee handbook. She noted the important assistance of committee member Carl Pope. She indicated a draft would be ready for review at the September Board meeting, but Tom stated the goal of having it ready for Board approval at that meeting. c. Development. 1. Rachel reported that the gift acceptance policy is virtually complete and, with the addition of a reference to cryptocurrency, will be ready to present to the Board for approval at the September Board meeting. With that revision, she will send the document to the Executive Committee by early next week, prior to its being placed on the Board portal for the September Board meeting. 2. Molly described the work of the joint Finance and Development committees regarding budget and fundraising goals to meet the strategic plan, reviewing the one page *Current State/Short Term Goals* document previously distributed that quantifies our current situation as well as the logical progression to achieve our long term vision. One issue in recruiting new visitors is that only 57% of our prisons are now open for visiting. She noted the only way to grow is to add people and therefore we need to raise more money. After the last joint committee meeting, the committee agreed on a 1-3 year budget, a financial summary excel spreadsheet being prepared by Dave Poundstone. He plans to have it updated for the August 19 joint meeting and the September Board meeting.

Tom raised a question regarding the assumption of the percentage of prisoners who want to be visited. In his prison it is 1%, not 5%. There is also a question about the type of visitors who now want visits.

We agreed the *Current State/Short Term Goals* document should be shared at the Board meeting. Next, Rachel reviewed the one page *Campaign Success – 7 Steps* sheet that was also distributed for this meeting. She briefly reviewed the seven necessary components for a successful major campaign effort. Molly stated that in order to raise significant funds, we need people with capacity and enthusiasm and the Board will need to take the lead. Tom is optimistic about gaining new donors through our events which could be fund raising and friend raising. Rachel referred to the free DPO wealth screening of 25 donors that she had referenced at previous Board meetings. She indicated that it shows significant capacity among some of our donors, as well as exceptional generosity among them and others who may have lesser capacity. We need to continue to address the challenge of securing current and legacy gifts. We agreed she would present this document as part of the Development report at the September Board meeting, in tandem with the excel spreadsheet. D. Governance and Nominating. 1. Tom referred to the summary of the *Board Self-Assessment* previously distributed. This will be placed on the Board portal prior to the September Board meeting, at which Susannah Rose will lead the discussion, focusing on areas where we could improve. The discussion will also help clarify whether members understood that they were assessing the Board as a whole; some may have used it to assess their own performance. 2. Tom reported he and Molly are interviewing two new prospective Board members to present to Governance and Nominating for its review. These candidates would not be ready to be presented at the September Board meeting. A question was raised about whether the Committee should consider developing a Board manual.

3. November Board Annual Meeting. a. At the September Board meeting we will confirm the dates and that a portion of this meeting will be hybrid. Molly asked for clarification regarding recommendations of hotels, whether the Board has dinner together, etc. to communicate these to the Board beforehand. b. Philadelphia event. On Thursday, November 10, there will be a special event from 5:30-7:30PM at the Morton Contemporary Gallery where Suave Gonzalez's work is on permanent exhibit. The invitation list will include PVS donors, visitors, and more. The gallery is donating the space. It has two venues directly across the street from each other. A committee has been created to help work on this event and importantly to follow up with invitees to encourage their participation. The invitation will be both snail mail and e-mail. The goal is 50 attendees. Wine and hors oeuvre will be served. There will be a short program. The Board is definitely encouraged to arrive early in Philadelphia to attend this event.

4. Board Membership – formerly incarcerated people. This was raised by Tom and Molly in reference to busy people like Suave who may not have time to complete the requirements of full Board membership. Does this suggest an advisory council of some sort, which could include important constituents who may not be ready or able to join the Board? Rachel suggested this falls under the purview of the Governance and Nominating Committee, and it will be referred to that committee for further discussion.

5. September Board meeting agenda and sessions. Tom reviewed the draft agenda included for discussion at this meeting. We agreed there would be three 90 minute sessions - two on Friday, November 11, and one on Saturday, November 12, which could be extended if necessary, but Tom will need to leave for a memorial service shortly thereafter. The Board meeting will be conducted solely on Zoom.

We made the following additions and changes to the draft: a consent agenda will be added and will include the review and approval of the April 2022 Board meeting minutes and the gift acceptance policy. The Development and Personnel reports will be reduced to 10 minutes each, and the Finance report to 15 minutes. Dan requested that somebody other than he present that report. The joint Finance and Development report will be expanded to 60 minutes. The executive session will be included, likely on the second day. An optional “cruise and schmooze” will be added before the official start of each morning session.

6. Other Business. Dan stated he needs to step down as Treasurer, as he feels the area of finance is outside his comfort zone of expertise. The committee expressed appreciation to Dan for both his service and his candor. Dan agreed he would stay on as Treasurer through the November Board meeting. He is willing to remain on the Finance Committee but not to chair it. We also noted the Governance and Nominating committee needs to get to work to develop the slate of officers and proposed Board members for the November Board meeting.

7. The meeting concluded promptly at 1:00 PM. Our next Executive Committee meeting as scheduled will be Thursday, October 13, 2022 at 11:00 AM Eastern.

Rachel Osborn, Board Secretary