

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
Friday, 10 February 2023
4:30 pm ET
Session One of Two, conducted via Zoom**

In attendance: Tom Slick (Chair); Shazad Carbaidwala, Erika Janifer, David Poundstone, Virginia Rinella, Dan Struble, Scott Sussman, Esther Zeledon.

Absent: Michael Guerra, Suave Gonzalez, Steve Schwab.

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

1. Welcome and Agenda Review Tom Slick

Tom called the meeting to order at 5 pm ET following a period of informal socializing. A quorum was present. Tom gave an update on board make up: Brian Lewis has left the board for personal reasons; 11 members remain, five of whom are PVS visitors. The Governance and Nominating Committee will be recruiting new board members.

Tom announced that on February 17, Molly, Scott, and Tom will meet, via Zoom, with BOP central office staff: Deputy Director, Acting Assistant Director, and the Director's Chief of Staff; the Director will not be available.

Tom reminded all Board members to complete and submit board documents posted on the Board portal if they have not already done so.

2. Introduction of New Board Members Tom Slick

Tom presented Esther Zeledon who then introduced herself. Board members, in turn, introduced themselves. (Tom informed the Board that Steve Schwab, the other new member, was unable to attend the meeting due to family circumstances.)

3. Consent Agenda Tom Slick / All

Tom asked for a motion to approve the minutes of the November 2022 Board meeting as presented on the Board portal. Dave Poundstone moved, Scott Sussman seconded, and all were in favor. The Draft PVS Board Minutes, November 11-12, 2022 were approved.

4. Old Business Tom Slick / Molly Clifford

Regarding records retention, Molly reported that she and Rachel met with Swarthmore library staff at the Peace and Justice Center where PVS records are being archived. The Center is willing to accept more documents, save for personnel records, that will be scanned, held, and indexed. Rachel provided the Center with an additional three boxes of Board records and one box of correspondence between Nick Butterfield and prisoners he's visited. Rachel is working on a gift acceptance document for Swarthmore.

5. New Business Tom Slick / Molly Clifford

The issue was raised of PVS policy that requires volunteers have to have been vaccinated against COVID, especially as it has kept some visitors from returning to prisons and hampered the recruitment of new volunteers. Following discussion, Scott Sussman moved, and Virginia Rinella seconded, that PVS vaccination policy be revised to follow BOP rules; all were in favor.

6. Executive Director Report Molly Clifford

Molly presented highlights from her written report on the Board portal.

- a) Stephanie Farley (part-time accounting vendor) and Emily continue to make improvements to the financial reporting process. The part-time temporary seasonal position has provided an extra set of hands to process donation acknowledgments and take on projects such as updating volunteer match sites and mailing lists; this frees Emily to focus on visitor issues.
- b) The meeting with BOP Administration scheduled for February 17 will provide an opportunity to address training for volunteers and issues regarding visiting room conditions. Other issues should be referred to the PVS office in advance of the meeting.
- c) Emily is working with the training committee on planning for the 2023 Training Conference in Lexington, KY. She is also working with Eileen Gilkenson and Gary Blanchard to assist with interviewing new applicants.
- d) Molly and Emily met last week with Jenna Epplin, the BOP National Policy and Program Director for Special Populations. PVS is invited, as an interested party, to participate in Zoom meetings for stakeholders and advocates of particular prison constituency groups. This could be provide an opportunity for PVS to meet some of the representatives of those organizations in the event PVS want to work with them in the future.

A question about and discussion of letter writing practices ensued. PVS will continue to follow BOP policies, with further discussion part of the May Board meeting.

7. Financial Reports Dave Poundstone / Stephanie Farley

Dave provided an overview and introduced Stephanie who joined the meeting at 6 PM. Stephanie presented the financial reports prepared by her which are located on the Board portal. She reported QuickBooks Online is in good shape; reconciliations are done monthly. Discussion ensued about financial statements and how to correctly report gifts received in late December. Regarding budgeting, it was noted there were large gifts received in 2022 that might be one-time occurrences; Board and staff will keep that in mind for future planning. There was a good response to the December fundraising effort; there have been 250 new donors added to the database in the past two years. Future discussion will include Board fundraising.

8. Executive Session Board Members

The Board went into executive session at 6:30 pm ET. The executive session, and Board meeting, adjourned at 6:50 pm ET, to reconvene at 11:00 am ET on Saturday, February 11, 2023 for the second Board session.

**Prisoner Visitation and Support
Board of Directors Meeting Minutes
Saturday, 11 February 2023
11:00 am ET
Session Two of Two, conducted via Zoom**

In attendance: Tom Slick (Chair); Shazad Carbaidwala, Michael Guerra, Erika Janifer, David Poundstone, Virginia Rinella, Dan Struble, Scott Sussman, Esther Zeledon.

Absent: Suave Gonzalez, Steve Schwab.

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

1. Welcome Tom Slick

Tom called the meeting to order at 11 am ET. He returned to the issue of PVS Covid vaccination policy. Following discussion, Molly stated she will prepare a statement to notify visitors of the relaxed policy, telling them it would be consistent with current BOP guidelines although PVS would encourage all volunteers to be fully vaccinated and to wear masks and maintain social distancing while visiting.

2. Standing Committee Highlights Committee Chairs

A. *Executive Committee*. Tom reported that the Executive Committee met on January 11, 2023 during which meeting the officers discussed staff bonuses for 2022 and approved \$1500 each for Molly and Emily, and that the decision required Board ratification. Dave moved that the Board ratify, Virginia seconded the motion; Board approval was unanimous.

B. *Development Committee*. Tom reported that Rachel Osborn would chair the committee until May 21; a new Chair will need to be established afterward. Steve is already involved with the committee, bringing a lot to the organization; Esther has fresh ideas for messaging. There will be a fundraising event on June 27 hosted by Catholic Community Services in Salem, Oregon involving Father Greg Boyle, founder of Homeboy Industries, on the topic of the power of compassion in community. Suave Gonzalez will be a guest speaker. Tom and Molly will also be present at the event; others are invited to attend and help raise awareness of PVS. As an additional avenue for advancement of awareness, Virginia suggested contact with entities such as universities that have criminal justice programs, the Southern Poverty Law Center, and The Marshall Project.

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C. *Finance Committee*. Dave reported that Stephanie Farley has reorganized and

straightened out accounts on QuickBooks. PVS would not be required to conduct a formal audit every year as an accountant is regularly reviewing the books; the Finance Committee recommends ceasing audits. Feelers will be put out for a separate accounting firm to prepare annually IRS Form 990 and review financials. Dan asked for clarification of the nature and length of Stephanie's relationship with PVS and was told she is a vendor with a letter of agreement that is open-ended. Shazad asked about the level of detail that could be captured by QuickBooks, leading to discussion of data maintained separately on DonorPerfect. Virginia asked how DonorPerfect could be better used to track volunteer information. Molly noted plans for a project using an intern and Stephanie to reconcile data between QuickBooks and DonorPerfect. The question of how DonorPerfect can be better used to track fundraising will be addressed by the Development committee for presentation to the Board in September. Following discussion, Dave made a motion to forego full audits, just utilizing internal financial review as suggested by Stephanie; the motion was seconded by Mike; approved by the Board. Dave made a motion to revise the Finance Committee charter to reflect the elimination of the formal audit; the motion was seconded by Mike; approved by the Board.

D. Governance and Nominating Committee. Mike reported on his review of formal documents of the organization, finding that no changes were needed. This was followed by discussion of the forms all Board members must sign each year, currently located on the Board portal. The draft version of the confidentiality agreement was presented; Mike made a motion that it be approved; Dave seconded the motion; approval was unanimous. The approved confidentiality agreement will be re-issued for all Directors and non-Director committee members to complete. Review of 2023 goals ensued with discussion of the annual Board assessment and identification, recruitment, and orientation of new Board members. The committee has a list of potential members to be vetted; visitors will be encouraged to serve on committees as an introduction to potential Board service. The committee has met with Linda Wilson, the DEI consultant introduced at the November meeting, and agreed that formal engagement will not occur this year; Linda suggested some resources in the interim.

E. Personnel Committee. Virginia reported on completion of review and revision of the employee handbook. The committee looked at current staffing, made changes as outlined in the written report, and will review in April to see if modifications are needed to the new position of Program Manager. Examination of what position is needed next and how much it would cost is a priority.

Tom opened the discussion with a question of how to operationalize all aspects of the strategic plan, how to keep it alive. He asked Esther how to develop a more workable plan. Esther offered the critique that “the why” of what PVS does is missing — it isn’t clear from the website — begging the questions, “What is the transformation of this work?” and “What is the impact on prisoners and visitors?” Esther observed that PVS needs consensus on its messaging, with refinement of the stated vision and mission. Dan brought up the existing PVS video, engendering discussion of better ways to present PVS via social media. Shazad asked if there was a PR committee and offered suggestions on communications, pointing to the need for a digital footprint. Dave referenced the past Schultz and Williams study and its findings that remain valid, reinforced by Virginia’s observations of same. Further discussion pointed to the need to strategize; make clear the vision, mission, purpose, and what we want to communicate; who the targets should be; next steps for committees to address. Esther summarized by stating, “Create a movement.”

4. Executive Session

The Board went into executive session at 12:30 pm ET. The executive session, and therefore the Board meeting, concluded at 12:45 pm ET.

Dan Struble, Board Secretary