

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
September 9, 2022
4:00 pm EST
Session One of Two, Conducted via Zoom**

In attendance: Tom Slick (Chair); Gary Blanchard, Suave Gonzalez, Michael Guerra [joining late], Erika Janifer, Rachel Osborn, David Poundstone, Virginia Rinella, Dan Struble. **Absent with regrets:** Brian Lewis, Susannah Rose, and Scott Sussman. **Staff in attendance:** Emily Cashell-DeSilva (*Administrative Coordinator*); Molly Clifford (*Executive Director*).

1. Welcome and Agenda Review **Tom Slick**

PVS Board Meeting Agenda September 2022

After a period of informal socializing via Zoom, Tom Slick called the meeting to order at 4:01 pm. A quorum was present. After welcoming all, including new Board member Gary - whose birthday is today! - in the agenda review Tom noted that since Susannah was unable to attend the meeting, the summary of the Board self-assessment survey would be postponed to the November 2022 Board meeting. Therefore, there will be just two Board sessions for this meeting, not three.

2. Consent Agenda **Tom Slick/All**

DRAFT PVS Board Minutes May 13-14, 2022

*Committee Reports: Development; Personnel; Finance; Governance & Nominating
PVS Gift Acceptance Policy*

Dan noticed a typographical error in the Personnel report. Item two on page two should state 'retained' not 'retrained.' With this correction, a motion to approve the documents as presented on the Board portal was made by Gary and seconded by Dave. All were in favor. The consent agenda documents were approved.

3. New Business **Tom Slick/Molly Clifford**

Shazad Carbaidwala Background Information

a. Vote on prospective new Board member

Molly reported she and Tom had talked with Shazad and he is very committed and eager to join the Board. Dave noted the Governance and Nominating Committee has not met on the proposed new Board member. Shazad is Muslim, younger, and a PVS visitor. He is project manager for SAP motivational corporation. Molly and Tom reviewed the Board documents - the code of conduct and Board expectations - with him, and he was comfortable with them. Virginia made a motion to accept him as a new Board member, Dan seconded and all were in favor of his joining the Board starting in November 2022 for a three-year Board term, officially beginning January 2023.

Action taken: The Board of Directors unanimously approved the appointment of Shazad Carbaidwala to the Board of Directors, effective November, 2022, for the Board class term ending December 31, 2025.

b. November 11-12, 2022 Annual Board meeting and November 10 special event. Molly said the Board meeting would start Friday afternoon then reconvene on Saturday morning, including lunch and ending by 2:00 or 3:00 p.m. Friday morning might include a prison visit. She will check out nearby hotels for reservation suggestions for Board members. Molly then described the Thursday evening special event at the Morton Gallery honoring Suave, being planned by a committee and staff. Suave described the works in the gallery, noting that its ownership is related to Morton's Steakhouse and Hard Rock Cafe. Board members are asked to attend the event. Board members stating their plans to attend as of now include Tom, Virginia, Dan, Rachel and Suave.

4. Executive Director Report

Molly Clifford

Executive Director Report to Board

Mentimeter Survey Results

Molly referenced her written report on the Board portal.

- a. Visitor Coordinator. Molly reported her decision not to extend Jennifer's probationary period; she was informed of this on Tuesday. Molly has discussed with the Personnel Committee different roles for staff including perhaps more time for the Executive Director, possibly a change in role or job description for Emily, and the possible addition of an individual with financial expertise. Regarding the visitor coordinator position, Molly said that Emily has been doing quite a bit of that work. Virginia noted the Personnel Committee is still working on a revision of the employee handbook.
- b. Mentimeter visitor survey report - most feel good regarding the visiting experience.
- c. October 26, 2022 Zoom fundraising event with Suave and Susan Burton, kicking off the virtual visitor training. We are seeking sponsors. Materials will be ready in the next week or so. Molly asked Board members to reach out, as with the 2021 Suave event, for help with sponsors. Suave will promote the event on his podcast.
- d. Our 2021 audit is on track for November 15, 2022 filing, per our auditor.
- e. Donor acquisition mailing for late October 2022 to 15,000 new prospects, most of whom were in the 2021 list of 20,000 but who did not respond. The cost is in the \$12,000 - \$14,000 range. PVS received a generous donation of \$30,000 earlier this year, \$10,000 of which will be utilized for this project and the remaining \$4,000 is in the budget. In terms of donor retention for new donors acquired in the 2021 20,000 list, Rachel reminded the Board that October is the month to utilize their PVS stationery to send their notes to their donors prior to the year end 2022 appeal solicitation.

5. Finance Committee

Dan Struble/Tom Slick

Fiscal and Accounting Policies and Procedures

DRAFT Fiscal and Accounting Manual

Dan reported that the fiscal policy draft was completed, with thanks to Erika and Tom for doing the bulk of the work. There were seven iterations before the document was placed on the Board portal! In addition, a desktop guide was developed, a simplified version for a person doing PVS bookkeeping. Tom stated the objective was to finalize the policies, not the minutiae of bookkeeping. Rachel pointed out the division of duties issues on pages five and eight, referring to internal controls. Tom noted adding a bookkeeper would help. Rachel also noted some formatting/typographical corrections. Gary referred to item two at section XVI, referring to capitalization. Rachel moved to approve the document as amended and Gary seconded. The Board unanimously approved adoption of the manual.

6. Financial report

Molly Clifford

Statement of Activity

Statement of Financial Position

Budget vs Actual Financial Statement

Referencing the above documents on the Board portal, Molly reported progress in the financial reports and thanked Dave for his help. The end of August 2022 reflects 66% of the budget. Compared to this time last year, we are down in revenue and fundraising due to a large donation in 2021 totaling \$45,000. (Molly is hoping another large gift is in the mail). The budget versus actual FY22 P&L shows a negative \$15,146.59. Dave, referring to the \$15,146.59 loss, thought it was from the previous fiscal year but not changed in this P&L. Also, the Friends Fiduciary statement is not updated, therefore we probably have more in that fund. Molly noted the Board is over its dollar goal for 2022 but not yet at 100% participation, so please donate now. The documents were accepted as presented.

The Board session concluded at 5:30 p.m. ET to reconvene at 5:45 p.m.

**Prisoner Visitation and Support
Board of Directors Meeting Minutes
September 9, 2022
5:45 pm EST
Session Two of Two, Conducted via Zoom**

In attendance: Tom Slick (Chair); Suave Gonzalez, Michael Guerra, Rachel Osborn, David Poundstone, Virginia Rinella, Dan Struble. **Absent with regrets:** Gary Blanchard, Erika Janifer, Brian Lewis, Susannah Rose, and Scott Sussman. **Staff in attendance:** Emily Cashell-DeSilva, Molly Clifford.

Tom Slick called the meeting to order at 5:49 pm. A quorum was present.

7. Joint Finance and Development

Committee Report

Tom Slick/Molly Clifford/Rachel Osborn

Discussion of budget and fundraising goals

PVS Vision

Steps for Campaign Success

Tom opened the discussion by stating the Board needed to first look at the vision document and then the campaign success document - how to match the dollars with the strategic plan? Molly reviewed the vision document on the basis of 'where are we now, where do we want to be, and what is the reality?' Referring to staffing the vision, she noted the current staff complement is not sufficient to recruit 2,200 more visitors in 2-3 years. To raise more money will require the engagement of all resources, staff and Board! Next, Rachel reviewed the campaign success steps document. Molly, in response, said that \$200,000 per annum is a significant effort to achieve our strategic plan goals. Rachel noted the potential of developing a new recognized donor group, possibly titled the Sustainers Circle, who would make significant multiyear commitments to PVS. These donors would be given the option to remain anonymous or be listed in PVS materials.

Tom asked if we could have a proposal for the November 2022 Board meeting – a development person/contract to help? A breakdown of what the expectation of the Board would be in Year 1? Molly noted the challenge of staff being held accountable to the strategic plan, yet if the resources are not available - revise the strategic plan.

At this point in the session, Suave’s network went down, and he was unable to rejoin the meeting.

Dave asked how we get \$100,000-plus into the next annual budget. He suggested we analyze the donor database. Tom mentioned the planned special events that will help us with donor- building.

8. Old Business

Rachel Osborn/Molly Clifford

- a. Rachel provided an update on her contacts with archivists at Swarthmore College regarding our PVS collection at its Peace Collection. She and Molly continue to work on a PVS records retention plan draft for the Board.
- b. Molly provided an update on the 10 minute PVS video by David Sollenberger to see if we can further tweak it to fit 2022 viewing preferences. The deadline is the Salem, Oregon June 2023 special event.

9. Committee updates

All

In answer to a question about where we stand with planning an in-person training conference, Molly and Emily replied that 2023 is the target for an in-person event in Lexington, Kentucky, which will be discussed with the training team next week. The virtual training event is planned to be in November 2022.

10. Executive Session

Board and Molly Clifford

The Board went into executive session with Molly Clifford at 6:49 pm ET to discuss personnel matters.

The Board meeting concluded at 7:26 pm ET with thanks to all, to reconvene at the next regularly scheduled Board meeting on November 11 – 12, 2022.

Rachel Osborn
Board Secretary