

PREVENT CHILD ABUSE ILLINOIS
Minutes of Committee Meeting

Committee: Long Range Planning

Chair: Valerie McDaniels

Date: November 4, 2021

Members Present: Valerie McDaniels, Cherie Sieger, Dan Whalen, Tarra Winters, Denise McCaffrey

Members Absent: Bob Black, Mark Mathews, Becky Weber

Discussions and Actions:

1. **Welcome** – Valerie welcomed everyone to the meeting.
2. **Long Range Plan Tracking and Evaluation** – The committee reviewed the completed Strategic Plan Dashboard for the FY 22 first quarter. Denise stated that several committees have expressed the concern that some of the strategies don't fit with current activities or how we track outcomes. Denise and Tarra are scheduled to meet to update the dashboard.
3. **Bylaws Review Update** – Denise reported that the bylaws and the employee handbook were sent to a lawyer recommended by our auditors for review. The lawyer stated "After a superficial review, I find your documents to be generally in good order." He went on to state that an in-depth review would cost \$300 per hour with a total cost of approximately \$2,500. This is not within the agencies budget. Tammy and Denise will continue to look for a more reasonable option.
4. **Current Board Policies and Statements Review** – Valerie reported that multiple board committees are reviewing policies and statements. Denise state that the Advocacy Policy review is complete with no changes. The Financial policy and Board Statement on Fundraising have both been reviewed and updated and will be presented to the full board for approval at the Dec. board meeting. The Statement of Responsibilities and the Conflict of Interest policies still need to be reviewed. Valerie will ask Mark to review the Statement of Responsibilities and Bob Black to review the Conflict of Interest policy prior to our next meeting. Valerie will also ask Bob to review the updated bylaws. Denise will send out all documents in Word to make them easier to edit.
5. **Board Policies and/or Statements to be Created** – Valerie reviewed the list of new statements or policies that need to be developed. Dan will review what we have in our employee handbook on harassment to see if a separate document needs to be developed. Valerie will review our current statement on ethical conduct, and Cherie will review and update the Communications Policy. Again, Denise will send all documents in Word to make editing easier.
6. **Re-Chartering** –The committee reviewed the 2018 re-chartering action plan which has been updated to include the dates various tasks were accomplished. Denise reported that two items have not been completed, development of an Agency Marketing and Fundraising Plan and creating a Pinwheels for Prevention marketing toolkit. It was pointed out that our annual CAP month packet does promote Pinwheels for Prevention and is distributed to partners and other key stakeholders. Denise will update the action plan to show that task has been accomplished. Denise will also reach out to the PCA America marketing group to see if they have resources for creating a marketing plan.
7. **Other** – It was suggested that we add a statement about valuing diversity to the Employee Handbook. Denise will look at what is already there and possibly use the statement that was added to the bylaws if appropriate.

Recommendations to the Board: None at this time.

Next Scheduled Meeting: Regularly scheduled meeting Thursday, February 3, 2022 at 8:30 a.m.