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**DRAFT Minutes – LCCJ Board Meeting – October 27, 2021**

**, 2020**

**Present:**  Aisha Toor, David Burkett, Stephen Graham, Joellen McHard, Marilyn Bird, Carol Ann Deneka, Elsie Stresman

Regrets: Ross Dickson, Mark MacDonald

| **Agenda** | **Description** | **Action Items/Responsibility** |
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| 1. a) Welcome and Check in   b) Review and Adoption of Agenda  c) Declaration of Conflict of Interest  d) Approval of Board Minutes for September 22, 2021.  e) Discussion of actions arising from previous minutes  f) Restorative Moment | a) Meeting started at 17:38. Aisha welcome to new board members.  b) Agenda adopted  c) No conflict of interest declared  d) September 22, 2021 Board Minutes approved.  e) Action items have been completed.  f) Restorative Moment - Archbishop Desmond Tutu. We do not exist in isolation, what we do affects others and the whole of humanity. |  |
| 1. Vaccination Policy for Board Members    1. Comfort level for in-person meetings    2. Questions of vaccinations, masks | Joellen working with Ross to add vaccination policy to Covid policy.  Meeting with Leeds, Grenville & Lanark Public Health Unit which recommends continuing to work from home and meeting virtually. The vaccine decreases your chances of getting COVID and increases your chances of becoming seriously ill, but you can still get COVID 19 and spread it to others which is of danger to the elderly and if you are immunocompromised.  Consensus is to meet via Zoom and put item on agenda each month to review situation. |  |
| 1. **Executive Director’s Report:** | From Executive Director’s Report  1b) Department of Justice, Victims and Survivors of Crime week. Hope for 100 people to register. People to register and send questions for panel to Joellen.  1d) Ontario Trillium Foundation List. Request that board members let Joellen know if they have any connections with people on the list.  Fundraising Actions Request that Board members follow and like LCCJ page on Facebook.  Email about Polar Bear Plunge is coming tomorrow.  8 b) Sheri and Stephanie will write a report on Sanyas Indigenous Cultural Safety Training  Other: Post Covid, some forums will be online, most will be in person. | All  All |
| 1. **Finance**    1. Finance Report October 2020    2. Balance Sheet as of September 30, 2021    3. Statement of Cash Flow April – September 2021    4. Budget vs Actuals Q1 & Q2 2021 | David Burkett, reported on the roles and expectations of the Finance Committee and Board Members regarding financial oversight. Thanks were expressed.  The following documents were reviewed and accepted by the Board:  a) Finance Report October 2021,  b) Balance Sheet as of September 30th, 2021  c) Statement of Cash Flow April to September 2021,  d) Budget vs Actuals Q1 & Q2, 2021.  Note: The reserve funds invested with PDCF are currently $10,000. The finance committee will make a recommendation at the end of each fiscal year about moving surplus dollars to this fund. The reserve policy states:  1. In the event there are cost savings or unanticipated general revenues in any fiscal year, the surplus may be allocated to a Reserve Fund.  2. The goal for the accumulated level of reserves will be sufficient funds to cover 25% of the organization’s annual operating costs. This amount will allow for time to find additional funding sources to support the organization, or in a worst-case scenario, to allow for the orderly dissolution of the organization and disbursement of any assets.  3. The Board of Directors will annually review the status of the Reserve Fund. | Fundraising Revenue to actuals, location needs clarity  Carol Ann to be included on Finance Meetings |
| 1. **Human Resources** | No activity since last meeting. No issues to address at the current time. A meeting will be called within next couple of months. |  |
| 1. **Fund Raising Committee Report**    1. **Meeting** | Action items are completed.  Yard sale lead has been identified for next year- Bruce Bailey  Nine and Dine thank you notes are going out.  Addresses and donors to the nine and dine will be added to Canada Helps for the future.  Suggest dinner, concert is not likely to happen in this fiscal year due to Covid.  Report received.  Next meeting November 3, 4 – 5 pm | Joellen – send thank you notes  Joellen – add addresses to Canada Helps  Aisha and Sherri to draft letter with case example for December mail out |
| 1. **Governance Committee** | Steve reported that, revisions/updates are needed for LCCJ By-Law. There are new provincial regulations. The Finance Committee will need to review ONCA financial regulations as they relate to LCCJ. There is a three-year timeline.  Nomination committee terms of reference to be redrafted and conflict of interest needs to be looked at in broader terms. | Dave Burkett, Finance Committee tasked with determining in we need Audited Financial Statements  Stephen Graham & Aisha Toor assigned to update TOR Nominations Committee |
| 1. **New Business**    1. **Google Doc’s Training** | Board members encouraged to learn and use Google Docs, on google drive. Anthony has offered to do an hour’s training. November 6th, 9:30 – 10:30 ZOOM | All |
| 1. **Next Meeting** | November 24, 2021 5:30 pm via Zoom |  |
| 1. **Closing Round and Adjournment** |  | Joellen to send out link closer to meeting. |

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Aisha Toor, Chair Elsie Stresman, Secretary