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**DRAFT Minutes – LCCJ Board Meeting – February 23, 2022**

**, 2020**

**Present:**  Aisha Toor, Chair; Ross Dickson; David Burkett; Mark MacDonald; Carol Anne Deneka; Stephen Graham; Elsie Stresman; Marilyn Bird, and; Joellen McHard, Executive Director.

| **Agenda** | **Description** | **Action Items/Responsibility** |
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| 1. **Welcome and Preliminaries** | Aisha Toor  Aisha called the meeting to order at 5:30pm.   * The agenda was adopted. * No conflict of interest was declared. * Board Minutes of Jan 28, 2022 were accepted. * Issues arising from previous minutes - reviewed * Restorative Moment – led by Mark | Carol Anne will offer the Restorative moment for the next meeting. |
| 1. **Executive Director’s Report** | Joellen McHard  Joellen presented her report. | Aisha and Carol Anne to assist in organizing food for the Open House on July 7, 2022. |
| 1. **Finance Report** | David Ross  David highlighted that the finances were in good shape and that a budget will be done next month. He presented the following documents:   * Finance Committee report * Balance sheet * Profit and Loss * Cash flow | David committed to importing the Profit and Loss report into Excell to make it easier to read. |
| 1. **Human Resources** | Aisha Toor  Verbal report provided. Staff contracts have been revised and signed. |  |
| 1. **Fund Raising Committee report** | Joellen McHard  Joellen presented her report and Draft Fundraising Budget Comparison for next fiscal. The goal for next fiscal is $49,500. CanadaHelps has issued donor tax receipts. Four people still to be tracked down – Joellen stressed that actual addresses, not just emails help. Creating executive summaries for future grant applications will be easier. Joellen reviewed current status of grant applications. | 1. CA to join Fund Raising Committee. 2. Fundraising budget will be presented at March 2022 Board meeting. 3. Mark and David will form a Strategic Fund Raising Committee. |
| 1. **Governance Committee** | Stephen Graham  Stephen presented the Governance Committee report.  It was resolved that all Committees should review their Terms of Reference to be presented at an upcoming Board meeting. Review of the Fund Raising, Finance and HR Committee’s HR Terms of Reference is underway. Joellen will send to David and Aisha. Jim has formatted a Terms of Reference for committee use – Joellen will circulate. | 1. Draft Conflict of Interest policy and a One Year Progress Report on the Strategic Plan will be presented at the March 2022 Board meeting. 2. Stephen committed to research Board Self-Assessment and return in a few months with recommendations. 3. Joellen will send him questions used in last Board Evaluation. 4. Joellen will send Stephen a Board Manual if possible. |
| 1. **New Business** | Molly Leach – White Supremacy Culture. Joellen raised a key point - With expectation to keep growing and raising more funds we should keep focused on doing what we do well. Joellen encouraged Board Members to review the document.  Discussion regarding virtual vs in person meeting – CA to prepare suggestions/protocols for quarterly in-person meeting and/or transition back to in-person meetings for consideration at next meeting. | 1. HR Committee – tasked with developing the Anti-Racism statement of belief by May 2022. 2. Joellen will update the Board as discussion with Peggy’s House continue and they submit a formal proposal. |
| 1. **Next Meeting** | Next Board meeting – March 23, 2022 5:30pm |  |
| 1. **Closing Round and Adjournment** | Aisha adjourned the meeting at 7:00 pm. |  |

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Aisha Toor, Chair Carol Anne Deneka, Secretary