**Executive Director’s Report**

**Board of Directors**

**May 25th, 2022**

1. **FUNDERS**

 **a) MCCSS, Youth Justice Committee**

Final Report for 2021/22 has been completed and submitted. The only thing left is to submit the 2022-2022 Financial Statements approved by the Board.

 **b) United Way East Ontario:**

New funding was approved for $13,995 Lanark County only. We had asked for funding from all the United Way’s in Lanark County ($32,645), to provide Training for Educators on Restorative Practices in the School / Classroom with one year of support/mentorship. We are unable to deliver the planned program with the limited funding. I spoke with Erin Montague the Senior Management of Research and Evaluation, where I explained the challenges to delivering BE STRONG to Educators Training and Mentorship Program with less funds. I was asked how much we needed, and I said that I needed what we asked for. I made a general proposal to change it to providing the training to facilitators and they would go into the schools. The feedback I got was they were really excited about the restorative practice training to the educators proposed and they were really supportive of this endeavor and would like to discuss the opportunity further.

Action: On June 2nd, I will meet with Kelly Myrtle, Senior Director of Policy, Family and Investments and Shannon Bruce the Lanark County and SF Regional Director, for UWEO to discuss how we can either a) alter the grant to meet the present funding or b) if there is additional funding available from UWEO from a new funding stream that will be happening soon, called the Community Services Relief Fund (GSRS Call for proposals). This funding is likely to have a training focus.

**c) Service Canada: Canada Summer Jobs:** Funding Confirmed

Summer Student Wanted, 16$/hr starting July 4th to September 7th, 35.00 hours a week (9 weeks). You must have been a student in 2021 or retuning to school in 2022. 4% in lieu of Vacation.

Position: Administrative Assistance to Fundraising Events

**d) Perth and District Community Foundation (PDCF**): Meeting with Victoria Gibb Carsley new Executive Director and Rachel Roth of YAK, Ramsay Hart of the Table Community Food Foundation. We will continue to meet on occasion and we will:

* Share our organization’s strategic plans to see about commonalities/points of collaboration/overlap
* Talk training needs that could be wrapped into an upcoming UW grant proposal (board/staff training on governance, HR management/conflict resolution, strategic planning/campaigning, financial management of small non-profits…)
* Talk about when and how to launch conversations with other local EDs/orgs about developing a Strategic Community Plan that looks towards the next several years and how we can collaborate, share resources (admin support, IT support, space…?!), work all towards a broad vision of a healthy and inclusive community… etc!
* Brainstorm solutions to current sticky problems we are facing – under the cone of silence!

# 2. OPEN HOUSE: Reminder Thursday, July 7th, 2022

# 3. STAFF/VOLUNTEERS

* 1. Sheri is back to work.
	2. Facilitator Meetings: 2nd Tuesday of every month at 5:30p.m.

Discussion: ED recommends that a board member consider attending to build the connection between the board and staff/volunteers.

# 4. OTHER:

a) Insurance: LCCJ has purchased insurance for 2022-2023. Joellen, Dave and Marilyn met with Megan Schooley at McDougall’s Insurance and a discussion took place at the finance meeting. See finance minutes.

 **PREMIUM COMPARISON 2015-2022**

|  |  |  |
| --- | --- | --- |
|  | **Annual Premiums** |  |
| **Coverage** | **2015-2016** | **2016-2017** | **2017-2018** | **2018-2019** | **2019-2020** | **0riginal****2020-2021** | **2020-2021****Premium with COVID****Temporary  Relief** | **2021-2022** | **2022-2023** | **% change** |
| Property | $450 | $450 | $500 | $510 | $510 | $561 | $561 | $668 | $802 | 19% |
| General Liability | $843 | $796 | $796 | $820 | $946 | $1,041 | $795 | $1,348 | $1,913 | 41.9% |
| Non-owned Automobile | $78 | $78 | $78 | $78 | $78 | $78 | $78 | $82 | $86 | 5% |
| Errors & Omissions | $450 | $400 | $400 | $400 | $400 | $400 | $400 | $420 | $441 | 5% |
| Directors’ & Officers’ | $1,178 | $929 | $879 | $879 | $968 | $968 | $968 | $949 | $1,521 | 60% |
| TOTAL | $2,999 | $2,653 | $2,653 | $2,687 | $2,903 | $3,048 | $2,802 | $3,467 | **$4,763** | 37.38% |

**NOTE: We had estimated $3,800 for insurance in our budget for 2022/23. We will be over $963 + tax in insurance.**

Update on insurance since finance meeting:

Intact Public Entities have corrected the location address on the Estimate of Values to reflect 1881 Rogers Road and they have confirmed that any property (including computer equipment) temporarily removed from the premises on a work from home accommodation will be covered under the “Property Temporarily Removed” policy extension.

Cyber Insurance Options:

Risk Assessment Report from Coalition summary. Our results returned a fair result with no Critical or High-Risk vulnerabilities identified.  There were 15 Medium Risk and 1 Low Risk vulnerabilities found.  13 of 15 Medium vulnerabilities were associated with encryption and two with storage.  These exposures are described in detail within the body of the report along with recommendations to remedy (copy report available upon request to board and has been provided to Dave Burkett).

Cyber security quotes for premium indication purposes, based assumptions of our IT security practices and exposures for review and consideration.

Coalition Quote Options:

1) $1,000,000 limit is $1,618 + $100 Coalition policy fee + 8% Tax $137.44 = $1,855.44

2) $500,000 limit  is $1,260 + $100 Coalition policy fee + 8% Tax $108.80 = $1,468.60

Insurance Education:

Joellen and Dave took a webinar offered by Charity Village on Insurance for Non-Profits – What you need to know that discussed general liability insurance, Directors and Officers Insurance and Cyber Security Insurance. The presenters were from the Hub, an insurance company.

  Cyber Risk Management:

 Joellen has reached out to IT professionals for advice and received two quotes/recommendations for changes to our process.  We have applied to Ontario Trillium Foundation, in partnership with YAK youth services for a grant to review, implement and maintain our cyber security.

 **Action:** Recommendation to the board that we do not purchase cyber security currently, and we internally take the recommended steps to protect our data from cyber attack over the next year.

 b) Community Referral:We will no longer be doing the community referral the organization decided to use an elder to facilitate the communication between the parents and educators.

 **5. FUNDRAISING COMMITTEE:**

No report from fundraising committee. We have not met since November. We do not have a chair of this committee.
Action: We need a chair and a more active fundraising committee.

**Events to plan by priority:**

**a) Golf Tournament –** Sue Landry does not want to lead

**b) Pic/Nic and Concert –** Aisha was going to assist

**c) Yard Sale –** Bruce Bailey & Sheri. There are cost effectiveness questions of using staff time to run a yard sale.