**Executive Director Report**

**May 26th, 2020**

**Board of Directors**

1. **Office Space:**

The closing date for the sale of 10 Herriott was moved to May 19th.

The new owner’s proposal was $1170/ mo. or 18/ sq. ft with the possibility of giving us back a donation, this was proposed by email and I asked for an actual lease agreement but I have yet to receive anything. I sent an email asking if they would take our original lease at $792/month, and I asked if there would there be access to the meeting space or would there be a fee. I also asked them to confirm that we would be given 60 days notice to evict. I have not heard back from the owners, but I did hear from a marketing agency (Cheryl Gillian Forbes, Orilian Group) that the owners have hired asking when they can come in and take pictures of the space. This leaves me only to assume that they are looking at evicting us. Technically, I don’t think they can do that from what I have read of the Landlord Tenant Act but I will need to look into that further if we do get an eviction notice and we have further discussions about how we would like to proceed. I sent a follow up email asking for clarification.

1. **Insurance:**

We are insured. The 2021-2022 policy term is $3,623 plus 8% tax.

The increase this year is due to removing the COVID premium relief from last year on the General Liability portion of the premium.

Premium Comparison:

|  |  |  |  |
| --- | --- | --- | --- |
| **Coverage** | **2020-2021** | **2021-2022** | **% change** |
| Property | $561 | $668 | 19% |
| General Liability | $795 | $1,504 | 89%  Increase in premium is primarily due to removing COVID premium relief from last year. |
| Non-owned Automobile | $78 | $82 | 5% |
| Errors & Omissions | $400 | $420 | 5% |
| Directors’ & Officers’ | $968 | $949 | -2% |
| TOTAL | $2,802 | $3,623 | 29% |

**Virus and Bacteria Exclusion  (Property)**

* + Frank Cowan Company added a virus and bacterial exclusion to property policies effective August 1st, 2020 for new business and October 1st, 2020 for renewals.

**First Party Pollution (Property)**

* + Under your property wording, they have amended the reporting condition for the First Party Pollution Supplemental coverage from 365 days to 180 days.
  + Limits for this coverage will also be changing. A specific limit of insurance will now be shown for this coverage. This limit is $25,000.

I have expressed my disappointment in the increased cost of insurance and Megan Schooley, our Insurance Broker is going to advocate for a reduction with McDougall Insurance on our behalf. I received an email from Megan confirming that she is following up.

Update: we were successful in negotiating a reduction in the General Liability premium for the 2021-2022 policy term. Upon review of the revised revenues and salaries you provided, insurers have agreed to a General Liability premium of $1,348 rather than the $1,504 originally quoted, a difference of $156.

1. **100 Women Who Care Lanark County**:

We were nominated for 100 Women Who Care. I was contacted by a woman named Wendy Martin. How it works: Women in Lanark County get together quarterly to hear from 3 different charities about the work they are doing. I was asked to create a 5 min video telling them about our services. At the end of the meeting, they vote on which agency to support. The amount received varies depending on the membership and meeting attendance. Meeting is on June 7th, 2021.

Video is complete and submitted.

1. **CDSBEO:**

I have been in communication with the CDSBEO about the recent community discord over the Jeff Peters 3.5 year plea/conviction of Sexual Assault, and the teacher gathering that took place the weekend before he was taken into custody. Representatives from the school board, St.John’s Catholic High School, and community partners met on Tuesday to work together to support those impacted by these events. The following is an excerpt that went out to the parents from the CDSBEO “We acknowledge the safety and well-being of our students and families is of paramount importance. Consequently, we want our students, families and the community to know we have reached out to our partner agencies to help develop a plan to provide direct services to anyone who is in need of support and promote healing.

Among those forming this support team are Victim Services Lanark County, Lanark County Interval House and Community Support, Lanark County Sexual Assault and Domestic Violence Program, Lanark County Mental Health, Open Doors for Lanark Children and Youth and the Lanark County Situation Table. We are also seeking the guidance of trauma-informed care specialists to assist in this process and to provide direction and recommendations for further education and training.

This community response team is working diligently to mobilize these resources in order to help everyone access the support they may need. Information and details will be forthcoming as soon as they are available.”

LCCJ has been added to the list of community partners and we decided at the last meeting. I spent about 5 minutes explaining the importance of using restorative practices to resolve conflict and the restorative process. Before the meeting I spoke extensively, with Pam Dunk, Behaviour Crisis Consultant at the Board, who is a trained restorative justice facilitator from the International Institute of Restorative Practices.

1. Decisions from the meeting:
   * 1. The CDSBEO was going to record a message and provide some information and education about trauma to teachers and students. They have hired Kevin Cameron a Trauma Informed Threat Assessment Trainer to provide advice and direction going forward.
     2. The community agencies above are each going to record short video (30 seconds to a minute), about what they do and how they can support people.
     3. The videos will all be compiled into one video that will be shown in the classrooms at the school and shared on social media for the community. With the hashtag “#Together in voice. Together we overcome. Together we empower” created by the students. Update: Community Response Video has been shared with the students, staff and public.
     4. The committee will meet with Lori Gill Registered Psychotherapist, M.A. Counselling Psychology, Executive Director, Attachment and Trauma Treatment Centre for Healing (ATTCH) Niagara  
        Certified Trauma Specialist, Trainer, & Consultant, The National Institute for Trauma and Loss in Children (TLC)
2. **Student:**

Stephanie Corrin is our new student 15 hours a week, started on May 10th. She will be working with Sheri with case and volunteer management, documentation and facilitation of HUB training for volunteers.

Stephanie can be reached at stephanie@commjustice.org

Program:Social Services Worker Diploma, Durham College

Supervisor: Sheri Halladay

Placement Officer: Laurel Kimball

1. **We’re Hiring!**
   1. General Admin, Communications, and Fundraising Position (Trillium Grant), is on Charity Village and Facebook, Community Partners, Facilitators and Board Members, Interviews on May 26th, 5 candidates so far. Two candidates look really promising. Margo and I did 4 interviews, and we hired Rayna Critchley, $19/hr, 8 months, 27hrs wk. 4% in lieu of vacation.

Note: Rayna will provide the ZOOM training for board, staff and volunteers

* 1. Summer Student Position – Admin, Fundraising Events – Ad is out on Facebook, Community Partners, Facilitators, Board Members and Canada Summer Jobs, Employment Canada.

1. **ZOOM Phone**

I have been looking into ZOOM Phone. I had Anthony VanAlphen sit in on a meeting with ZOOM. $19.95/mo per person. unlimited in Canada and US. We currently pay 160.00/month with Cogeco.

* One unified app for phone, video, meetings, and chat
* Seamlessly make and receive phone calls, share content, participate in video meetings, and send chat messages from Zoom desktop and mobile apps
* Easily elevate phone calls to a Zoom Meeting without requiring participants to hang up and dial-in to a separate conference bridge
* Native apps for Windows, MacOS, iOS, and Android are designed for ease of use while maximizing voice and video quality of service
* Does everything our current phone service does but more and goes with the device – not the office. All current numbers can be kept. Fax will be gone.

1. **Education & Meetings:**
   1. Attended Restorative Justice in Cases of Sexualized Violence Webinar with Allan Edwards from Corrections Service Canada, Opportunities program and provided by the Ottawa Restorative Justice Network, April 28th
   2. Web-site meeting with Bonnie from Cat’s Cove
   3. 3 Finance Meetings: May 4th (Katie & Dave),
   4. Dave, Katie & I with Carole Fuller re: Audit, May 6th
   5. Attended two days of Trauma Informed and Sexual Assault training sponsored by the situation table and delivered by Lori Gill (see 3a above), April 27th & April 23rd
   6. Took a Keels web-site development for non-profit webinar offered by Charity Village. We are on track for our Web-Site.
   7. Took TPON Onboarding meeting with MCCSS, April 27th
2. **Lanark County OPP**

Met with Karuna Padiachi, LC OPP Interim Detachment Commander, April 30th, 2021. We discussed:

* Black Lives Matter
* Platoon presentations by on-line. FCSLL&G and RNJ are organized to present in the next few months. He would like to wait a few months to give officers a break.
* Having staff at the detachment on occasion
* Designated CST Joe Tresenek, Community Service Officer as our contact. Our previous contact was Greg Cox but he is too busy because of the backlog in the courts.
* Provided information about our golf tournament and our Polar Bear Plunge. He was unable to commit to either, at this time.

1. **Training on Google Drive**

Anthony Van Alphen has offered to provide training to anyone at LCCJ on how to use Google Drive.

a) When/ why use google docs

b) Converting from other formats to google docs

c) Commenting

d) Sharing best practices

e) Shared folders

f) Other...

**Discussion:** Would the board like to participate

**Action:** Set a meeting time