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**Minutes – LCCJ Board Meeting – April 28, 2021**

**, 2020**

**Present:**  Aisha Toor, Dave Burkett, Stephen Graham, Ross Dickson, Mark MacDonald, Joellen

McHard and Margo Bell

| **Agenda** | **Description** | **Action Items** |
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| 1. **Welcome and Preliminaries**     1. Welcome and Check-in    2. Review and Adoption of Agenda    3. Declaration of Conflict of Interest    4. Approval of Board Minutes March 24 2021   Review of Action Items   * 1. Restorative Moment | Aisha called the meeting to order at 3:36 p.m.  Everyone reported that life was busy, but all were fine  Approved by consensus with the following changes:   * ED report – submitted notes * Chart for Board from Program Coordinators was distributed before the meeting * 4c) should have read ‘Balance Sheet – comparative statement * Office space was added to New Business   None    Approved via consensus with change in ED report – St. Paul’s United Church – not Anglican  Action Item remaining  Poem on Restorative Justice by Crystal Cogen | Aisha to purchase $20 gift cards for Jim & Linda  Attached to minutes  Joellen volunteered for May meeting |
| 1. **Executive Director’s Notes** 2. **Coordinators Report** | Written notes were submitted – highlights:   * Continues to work with St. Paul’s United Church re rental space – shared and dedicated space to social service organizations focusing on youth & children * Staying at 8 Herriott not preferred option * Working with Cat’s Cove re website * Ontario Trillium Foundation approved & program began March 26, 2021. Receive 90% of the funding now and remaining 10% at end * Facilitator training went well * Discussion took place regarding Law Foundation Responsive Grant – applications due April 30th and Joellen’s recommendation we wait and apply for the 3 year Catalyst Grant   Quarterly written report submitted – highlights:   * Facilitator training went well * Good response for parenting program * FCSLLG would like to continue the partnership | Joellen to send communications proposal from Cat’s Cove to the board  Board requested to go through website and give input to Joellen before our May meeting  Agreed to not apply for Responsive Grant, but will apply for Catalyst…  Aisha will print facilitator certificates and books to go out |
| 1. **Finance** – Dave    1. Finance Comm. Report    2. Budget vs. Actual    3. Balance Sheet – Comparative Statement | Amendment to Finance Report – things have changed somewhat from financial package:   * Payroll brought up to date increasing expenses * Some funding reallocated to deferred revenue (grant partially covers 2021/22) * Surplus in the neighbourhood of $36,000   **Motion:** Increase the contingency fund (currently at $10,00) from surplus – amount to be determined  **Agreed:** by consensus  **Motion:** Create a contingency fund for moving expenses such as reprint of materials etc. – amount to be determined  **Agreed:** by consensus  Dave ran through the documents |  |
| 1. **Governance Committee –** Steve | No update – committee has not met |  |
| 1. **Nominations Committee** - Aisha | Committee currently Aisha, Steve & Margo  Request to be made to Jim Higginson or Linda Rush as well as the facilitators to join the committee  Application form to be updated  Recruitment poster and matrix for reviewing candidates to be created  Proposed timeline – info out early June – application deadline June 30. July review candidates and interview and create short list. August – invite short list to board meeting | Request the Board send Steve suggestions for skills required/sought for new members as well as EDI |
| 1. **Fundraising Committee -** Margo | Written report submitted  Mark suggested an alternate plunger for board members who don’t want to/ are unable to plunge in Polar Bear Plunge | Board members requested to make a financial commitment to Polar Bear Plunge |
| 1. **Covid-19 Health and Safety Plan During a Pandemic -** Joellen | Asked if everyone had read the plan. Any questions or discussion – none  **Motion:** To approve the covid-19 Health and Safety Plan During a Pandemic as presented  **Agreed:** by consensus |  |
| 1. **Vision, Mission, Values and name** |  | Deferred to May meeting |
| 1. **New Business –** Office Space | Margo went to see space in Code’s Mill – 3rd floor, 2 lovely bright offices plus large locked storage room for storage of files. Priced individually @ $350 per office and $225 for storage room = $975 – could do better if we took all 3. Parking is $50/month x 2 spaces = $100  Rent includes heat, air conditioning & electricity, as well as common reception area and use of board room. Neighbours are Options Youth (2 offices), Interval House (2 offices) and 1 other man in private business  Note: photos and updated pricing attached to minutes |  |
| 1. **Next Meeting** | Wednesday, May 26, 2021 @ 3:30 p.m. via ZOOM |  |
| 1. **Closing Round and Adjournment** | Everyone thought the meeting went well  Pleased with the Covid-19 Health and Safety Policy  Look forward to financial update after finance committee meets with Carole Fuller |  |

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Aisha Toor, Chair Margo Bell, Secretary