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**Minutes – LCCJ Board Meeting**

**August 26, 2020**

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**Present:**  Aisha Toor, Christine Peringer, Scott Ferguson, Dave Burkett, Stephen Graham, Ross

Dickson, Joellen McHard and Margo Bell

**Regrets:** Steve Brown

| **Agenda** | **Description** | **Action Items** |
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| 1. **Welcome and Preliminaries**     1. Welcome and Check-in    2. Minute Taker    3. Review and Adoption of Agenda    4. Declaration of Conflict of Interest    5. Approval of Board Minutes May 27, 2020   Review of Action Items   * 1. Restorative Moment | Aisha called the meeting to order at 5:06 p.m.  Everyone checked in – all doing well  Margo  Approved by consensus as presented with the addition of  4 a) Review of 2019-20 Audited Statement and  Move item 5. HR Committee to Item 9. to be held in  camera  None  Approved by consensus  Defer discussion re staff/volunteer numbers re forums leadership to October Board meeting  Aisha shared the poem “ATIONS” from rjp.org | Aisha to send oppression scale to Board in next few days  Attached to these minutes |
| 1. **Executive Director’s Report** | Written report submitted – gave highlights  LCCJ will receive $12,500 from UW emergency rather than the anticipated $10,000  Reminder everyone needed to complete the Red Cross PPE on line training by next board meeting  **Proposed:**  Hire Administrative Assistant, Rayna Critchley at a cost of $7580. Funding to come from $3000 staff portion of UW funding, $3000 from contracting from current budget and balance from Polar Bear Plunge  **Decision to proceed by consensus**  LCCJ approved for Capstone Research Project – Carleton University, but concerned that she only has limited time to support and asked for support from the Board. | All agreed to complete Joellen will resend link  Ross, Dave & Scott agreed to work with students |
| 1. **Program Coordinator’s Report** | Written report submitted – Sheri highlighted:  Attended a ZOOM mtg. today with Kara Symbolic (North Lanark CHC), Jeff Mills (Carebridge), Fraser Scantlebury & Jane Torrance (UW) regarding how to best support our volunteers during COVID in terms of psycho-social support and virtual volunteering. Discussion took place regarding online training, technical support etc.  Sheri felt that many LCCJ volunteers need support as they or their family members are dealing with illness – some with depression related isolation. Two facilitators may be suicidal. Concerns regarding Shannon Forsythe with her son in CHEO for over a year – we need to support. Not everyone has access to supports online or can’t participate in ZOOM meetings due to low bandwidth. Some suggestions received from the Board:   * We set up a buddy system for volunteers to touch base, either by phone or online – whatever works best for them * Joellen suggested that she and a board member meet with Sheri   Court Stats Sheet up to date to June 30, 2020   * Nine referrals arrived in June * No referrals in April and May * Year to date we are in a good position * Expectation is increase in the Fall   Sheri informed the board of the passing of a long-time facilitator and volunteer to LCCJ – Carole Marinner | Christine will ask Randy Weekes if he is willing/able to speak with Sheri and offer some insights  The Board was very sympathetic to Sheri’s concerns – Aisha, Christine, Stephen & Margo offered to be on call for Sheri. Balance of the board said they would help in any way they could…  Joellen, Aisha & Sheri will meet  Margo will make quick changes to chart and post  Christine will write a note of condolence to the family on behalf of LCCJ |
| 1. **Finance Report** – Dave    1. Review of 2019-20 Audited Statement | Written report submitted – quarterly funding report  and accounting for deferred funding was discussed with auditor  Steve asked for cash position for end of 2nd quarter and expressed concern that he had previously requested  Review of the Audited statement took place  **Decision by consensus:** Audited statement approved as presented | Dave, Katie & Steve will meet and bring back to the Board for Sept. mtg. |
| 1. **Governance Committee**     1. Nomination Sub Committee Report    2. Annual Report / AGM    3. Program Committee Recommendation    4. Strategic Plan | Scott reported current members staying, one position available, but recommendation was that we leave that position empty at this time to allow us to complete a thorough search for members to allow diversity on our board gradually and thoughtfully  **Decision reached by consensus:** No search be carried out for this year  Reported things are going well and Report will be completed in plenty of time for the AGM – Margo thanked all for their input  Invitations need to be sent for AGM  Discussed what needs to be sent out to registrants before meeting – decided upon:   * AGM agenda * Annual Report * Copy of audited report * Board member election info   Margo suggested moving the AGM into October  **Decision by consensus:** AGM will take place Oct. 7, 2020  Recommendation from committee is that the Governance committee is not the place for a Program committee and that a Program committee was not required at this time  **Decision by consensus:** To accept the recommendation of the Governance committee  Committee making progress re draft strategic plan – everyone working from a google document. Steve collecting input and committee has mtg. scheduled for Sept. 2 for next round of input and set the process. Currently the plan is to have a draft ready to present to the Board at the Sept. meeting.  Due to covid-19 our working session will have to be via ZOOM – we are suggesting a 2-hour meeting with all Board members, staff and one of our facilitators. We are in the process of finding an outside facilitator to work with us – date to be confirmed. | Joellen will post on FB page and send to full constituent list |
| 1. **Fundraising Committee**   **Polar Bear Plunge Memo** - Christine | Written memo from Alfred – Canada Helps portal live so people can register  Steve Brown hoping to form an OPP team and challenge the Crown and local lawyers  Sue Landry discussion re prize package – plungers get 1 raffle ticket for every $500 pledged  Call out for Board to get involved – commit to plunge/form a team  Share on our personal social media  Let Alfred know if we can assist with prize package | Dave, Joellen and Christine committed to plunge. Aisha will create a challenge |
| 1. **New Business** | None |  |
| 1. **HR Committee** - Margo | Joellen and Sheri left the meeting and board went in camera at 7:10 and came out of camera at 7:25 |  |
| 1. **Next Meeting** | September 30, 2020 at 5:00 p.m. via ZOOM |  |
| 1. **Closing Round and Adjournment** | Grateful for the Polar Bear Plunge “fun” raising  Very productive meeting once again  Surprised at how quickly some areas were agreed upon…  Board was touched by Sheri’s presentation and pleased she felt safe to discuss – all eager to help in whatever way they could…  Suggestion that we ask Sheri to attend the Board meeting quarterly with her report – could make it early on the agenda  Pleased to hear that HR committee was active and meeting with staff  Overall feeling that we have come a long way over the last few years – challenge each other and lend support…  Meeting adjourned at 7:40 p.m. |  |