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**Minutes – LCCJ Board Meeting – February 24, 2021**

**, 2020**

**Present:**  Aisha Toor, Dave Burkett, Stephen Graham, Ross Dickson, Joellen McHard and Margo Bell

**Regrets:** Mark MacDonald

| **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 Jan. 27, 2021   Review of Action Items   * 1. Review of Action Items from Nov. 25, 2020   2. Restorative Moment | Ross called the meeting to order at 5:34 p.m.  Everyone reported they were fine  Margo  Approved by consensus as presented    None  Approved via consensus with change of date of approving minutes of November 25, 2020 rather than Jan. 27, 2021  Completed  Joellen showed a video regarding Africville in Nova Scotia and the history of the community noting that February is black history month | Extended action item re suggestions for the website – to be sent to Joellen before next board mtg. – March 24 |
| 1. **Executive Director’s Report**   **Executive Director’s Report continued** | Verbal report   * We have applied for an Ontario Employment position for a Communications Administrator – 1 year salary * We have applied for Canada Summer Job – a 10 week position * Facilitator training starts Saturday – there are 14 people registered – all youth centres except Mississippi Mills is sending someone * Training will be via Zoom – course had to be updated and changed somewhat to accommodate * Staff have completed the training material for facilitators re how to do a forum via Zoom * Staff is unable to do platoon visits due to covid so have created 2 on-line presentations – one re how   to make a referral and a 2nd longer presentation as to the why…   * Performance Analysis follow up from Jan. mtg. – we need to look to the future | Ross, Steve & Margo to take the training as a trial for Joellen before giving to our facilitators  Ross, Dave, Steve and Margo to meet to discuss – Steve to call a meeting |
| 1. **Program Coordinators Report and Statistics** | Written report submitted – Joellen highlighted:   * Discussions have taken place and are on-going with the Ministry regarding funding based upon number of cases due to decrease because of covid * Joellen reported that funding will continue at current levels for 2021/22 | Report needs to be third quarter – Oct. Nov. Dec. New report to be created and given to board |
| 1. **Finance** – Dave    1. Finance Comm. Report    2. Balance Sheet    3. Profit and Loss – April 2020 to annuary 2021 | Some of the data on the reports is misleading  Dave ran through sheet  The substantial profit is misleading due to timing – the $59,000 is money received in the current quarter | Dave scheduling a meeting with Katey |
| 1. **Governance Committee –** Steve    1. Strategic Plan – update    2. Nomination Subcommittee – draft TOR for approval | Work continues on the strategic plan – it has been decided to divide what has been worked upon to date into 2 different documents – 1 basic strategic plan for the next 3 years and 2nd document more fulsome information – history, programs etc. to be used for grant applications etc.  Suggestion that the Nomination Committee be a stand-alone committee, not a subcommittee of governance  Discussion regarding membership | Draft to be submitted to Board for approval at March board mtg.  Approval and further discussion deferred to March meeting |
| 1. **Fundraising Committee** | Met February 17th  Decided to have a rotating chair until AGM in September  Good brain storming session regarding fundraising ideas  Divided ideas amongst members of committee to pursue and report back  Plan is to have committee and programs at a point to seek new members and a chair to the committee after the AGM |  |
| 1. **Capstone Project –** Dave   Final Report | Everyone had gone through the report and agreed that it was very useful – what we had been after and could be put to good use… | Pull some things from report and post on website  Include pieces in presentations  Dave to go through the report and fine tune from a marketing perspective and summarize the report pulling out key messages |
| 1. **Vice Chair Position** - Aisha | Ross Dickson was nominated and acclaimed as vice chair – the Board welcomed Ross to the executive and his new position |  |
| 1. **New Business** | Discussion regarding timing of board meetings – no definitive decision reached | Put on March agenda for decision |
| 1. **Next Meeting** | March 24, 2021 @ 5:30 p.m. via ZOOM |  |
| 1. **Closing Round and Adjournment** | Consensus that it was a good meeting – productive  Meeting adjourned at 7:26 p.m. |  |