****

**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** |
| --- | --- | --- |
| 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 fineMargoApproved by consensus as presented  NoneApproved via consensus with change of date of approving minutes of November 25, 2020 rather than Jan. 27, 2021CompletedJoellen 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 facilitatorsRoss, 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 misleadingDave ran through sheetThe 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 governanceDiscussion 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 17thDecided to have a rotating chair until AGM in SeptemberGood brain storming session regarding fundraising ideasDivided ideas amongst members of committee to pursue and report backPlan 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 websiteInclude pieces in presentationsDave 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 – productiveMeeting adjourned at 7:26 p.m. |  |