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**Minutes – LCCJ Board Meeting – January 27, 2021**

**, 2020**

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

**Guest**: Sheri Halladay

| **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. Restorative Moment
 | Aisha called the meeting to order at 5:03 p.m.Some passed, all that participated are doing fineMargoApproved by consensus as presented  NoneApproved via consensusMissedAisha – Non -violent resistance – Martin Luther King | Noted meeting is being recorded to assist with minutesAction Items to be reviewed at Feb. 24th meetingNext Month - Joellen |
| 1. **Executive Director’s Report**

**Executive Director’s Report continued…*** 1. CRA Interest and Penalties Letter
 | Written report submitted – highlights:Q3 Financial report for MCCSS completed – expenditures on trackFigures for fundraisers:* Polar Bear Plunge $3567.54
* ‘Do Nothing’ Dec. campaign $2052
* We had an anonymous donor who would match $1 for every 3 raised – we did not raise the $7500, but donor gave us the $2500
* Victims Week - $144
* UWEO (United Way Eastern Ontario) grant for adult diversion & BE STRONG facilitator training – applied for $17,000 received $13,500
* UWEO Emergency Community Support funds – computers have been purchased & ready to go
* The Hub (Almonte) - $1,500 for adult diversion
* Rotary Club (Perth) - $4,000 for adult diversion

Trillium grant ($50,000) denied – reapplied requesting $42,300Working with Sheri to coordinate next Restorative Parenting Session with FCSLLGGood media coverage last 2 months – see reportRayna no longer at LCCJ – contract expired Jan. 7 and she found alternate employmentJoellen will apply for summer studentJoellen applying to Employment Canada for staffing – will cover 1 year salary for a project Joellen had put forth a case to CRA to refund $9,114.22 we paid in penalties and late fees. She was successful – they forgave penalties and interest for the years we had a deficit, resulting in a $3,489.93 credit to our account | Joellen asked each board member to go to LCCJ website and make suggestions and send to her before our Feb. meeting |
| 1. **Finance** – Dave
	1. Committee Report
	2. Review of Q1-Q3 Quarterly Report
	3. Audit Letter
	4. PDCF IRP Grant

IRP Application & Budget | Written report submitted – highlights:* Financial reports reviewed & signed off
* Bank balance shows no irregularities – we are in good shape financially

Highlights:* revenue higher than budgeted
* expenses tracking to budget
* net income better than budgeted

Dave ran through Budget vs. Actuals, Balance Sheet and Profit & Loss Statement – copies of all in Board section of the websiteDave ran through letter from Allan & Partners – all appears in orderDecision: to acknowledge and accept content of letter via consensusRequested $31,345 – approved for approximately 50%Decision: It was decided via consensus that we not proceed with the project with the limited funds. Concerns were staffing – would not be able to contract what we thought we could and not a good time to be exploring office space | Dave will write a letter to PDCF to decline |
| 1. **Governance Committee –** Steve
	1. Strategic Plan – update

**Governance Committee continued*** 1. Nomination Subcommittee
 | The governance committee has not had an official meeting but much work has been done on the strategic plan with sub meetings Concern expressed regarding the membership of the subcommittee and a rewrite of Terms of Reference suggested | Hope to have draft strategic plan for February meetingGov. comm. will draft new TOR and bring to the Board |
| 1. **Capstone Project**  - Final Report
 | Not all board members had read the report – therefore deferred to February meetingLarge document (60+ pages) in pdf format – request to Dave receive in word to decrease spacing and have smaller document to print | Dave to send word document to those who requestedMargo to put report on February agenda |
| 1. **LCCJ Performance Analysis**

Draft 1st Data Analysis - Joellen | Joellen addressed written draft submitted – there were questions – in particular re table 18 – staff led forums – concern expressed and it was decided further discussion was required – therefore deferred to February meeting | Margo to put on February agenda |
| 1. **HR**  - Margo
 | Originally on agenda to request approval for funds to hire a lawyer to go over draft contracts for Joellen and Sherri. 10 minutes before the meeting it was confirmed that Dave Heeley of Barker Willson (does employment law) would go over the contracts as a courtesy to LCCJ | Margo to report his findings |
| 1. **New Business**
	1. Vice Chair Position
	2. Fundraising Handover Document
	3. Fundraising Committee Chair position
 | Board members asked to considerNext meeting scheduled for February 9th at 10:30 – need new membersDeferred to February meeting  | Board members asked to consider joining committee & suggestions for others |
| 1. **Next Meeting**
 | February 24, 2021 @ 3:30 p.m. via Zoom |  |
| 1. **Closing Round and Adjournment**
 | No closing round as a Zoom goodbye was taking place with Board members who had stepped down – Scott Ferguson and Christine Peringer @ 7:00 p.m. Meeting adjourned @6:59 p.m. |  |