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**Minutes – LCCJ Board Meeting – June 1, 2021**

**, 2020**

**Present:**  Ross Dickson, Dave Burkett, Stephen Graham, 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 April 28, 2021   Review of Action Items   * 1. Restorative Moment | Ross called the meeting to order at 5:02 p.m.  Everyone reported that life was busy, but all were fine  Approved by consensus with the following changes:   1. Added e) discussion re Chair, therefore Discussion of actions becomes f) and Restorative Moment g)   None – Joellen will leave before In Camera session as it relates to salaries    Approved via consensus  Actions items completed  Attached to the minutes |  |
| 1. **Executive Director’s Report**   **Exec. Director’s Report cont’d.** | Written report submitted – highlights:   * Closing date for 10 Herriott moved to May 19th * New rent $1170/month – need to move * Insurance confirmed for 2021/22 with a significant increase due to Covid-19 * Video completed for 100 Women Who Care * Communications with CDSBEO * Co-op student is Stephanie Corrin – 15 hours/week * Rayna Critchley hired – 27 hours/week through the Trillium grant for general administration, communications and fundraising assistance * Zoom phone considerations * Met with Karuna Padiachi – Interim Detachment Commander – Lanark County OPP * Anthony Van Alphen has offered to provide training re Google Docs | Review Insurance 6 months from now (November 2021)  Joellen will check into cellular charges  Joellen will organize date and time |
| 1. **Finance** – Dave    1. Finance Comm. Report    2. Board Response to Auditor Letter    3. Balance Sheet    4. Budget vs Actuals    5. Profit and Loss Statement    6. Revised budget – version 1    7. Revised budget – version 2 | Written report submitted – met with Carole Fuller, the board should pass a motion to designate certain monies as restricted funds for specific use – therefore:  **Motion:** That the following 2020/21 funds be deferred to the 2021/22 fiscal year, $6,000 from the County of Lanark for Restorative Parenting, $1,500 from the Hub, $4,000 from Perth Rotary for Young Adult/Adult Diversion, $2,500 from 3-1 campaign from anonymous donor for facilitator training of youth centre staff; $9,500 from the PDCF for the Restorative Families Program and Restorative Parenting courses, $3,580 from the golf tournament.  **Approved** via consensus  **Motion:** That the $9,288 in individual donations from 2020/21 be restricted revenue for 2021/22  **Approved** via consensus  **Motion:** That the year-end surplus from 2020/21 be restricted for operations in 2021/22  **Approved** via consensus  The Board is in agreement that there is no fraud. The board is not aware of any significant matters or risks. The Finance Committee recommends that the board accept the response to the auditor’s letter  **Motion**: To approve the response to the auditor as presented  **Approved** via consensus  No questions  Revised budgets moved to in camera session |  |
| 1. **Office Space** | Written report with photos submitted  Discussion regarding what is needed   * Employees are happy working from home * Agreement reached that what is required is one small place for storage of files, ‘hand off’ of documents – picking up things etc. * Mailing address which could also be a PO box * Meeting space for board meetings, facilitator meetings and forums does not have to be part of the office space | Search based upon new criteria  Notify Code’s Mill, St. Paul’s and 14 Isabella that not interested |
| 1. **Governance Committee** - Steve | Committee has not met  Discussion regarding tasks for the committee – inventory of policy & procedures and when last checked/updated  Committee organizes the AGM and Annual Report  Look at Bylaws in the Fall |  |
| 1. **Nominations Committee Report -** Margo | Written report submitted highlights:   * Ad finalized and distribution list * Process and timeline   Suggestion of Email newspaper - Dave | Request each board member post on their social media & contacts |
| 1. **Website -** Joellen | Website under construction and things going well  Request board members to keep checking  Consensus that what had been done to date looked good and agreed more work to be done  2 weeks remaining to give input to Vision, Mission and Values |  |
| 1. **New Business** | AGM date set – September 22, 2021 |  |
| 1. **In Camera Session** | Board went in camera at 6:47 p.m.  Discussion & motion coming from the session:  **Motion:** A raise be given retroactive to April 1, 2021 of 2.5% and a $1,500 bonus each to Joellen and Sheri  **Approved** via consensus  Board went out of in camera at 7:20 p.m. |  |
| 1. **Next Meeting** | Wednesday, June 23, 2021 @ 5:00 p.m. via ZOOM |  |
| 1. **Closing Round and Adjournment** | Meeting went well  Everyone pleased with decision re office space  Good In Camera session and unanimous agreement  Adjourned at 7:25 p.m. |  |

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Ross Dickson, Interim Chair Margo Bell, Secretary