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

**, 2020**

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

| **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 Feb. 24, 2021

Review of Action Items* 1. Restorative Moment
 | Aisha called the meeting to order at 5:34 p.m.Everyone reported that life was busy, but all were fineMargoApproved by consensus as presented  NoneApproved via consensus with change of date of approving minutes of November 25, 2020 rather than Jan. 27, 20211. Website input2. Select board members to take zoom facilitator training as a trial 3. Performance Analysis 4. Program Coordinators Report5. Dave to meet with Katey regarding sorting out of  ‘deferred revenue’ from fundraising so that budget vs. actual is not confusingNo restorative moment | Extended to MayDeferred to next monthSteve to do some work and will follow upSheri is updating & will send to boardMet – a number of changes made – further work to be done – will meet with Carole Fuller after tax seasonMark volunteered for April meeting |
| 1. **Executive Director’s Report**

**Executive Director’s Report continued** | Written report was submitted – highlights:* FCSLLG sold the building – closing date March 25th, vacate by July 30th
* After negotiation new owner offered $12/sq.ft. for a 5 year lease with 10% increase each year
* Discussion re requirements: 2 offices or 1 larger shared; access to kitchen or coffee area; ideally access to room for forums and meetings; shared services and lockable storage
* Consider Perth, Smiths Falls or Carleton Place
* Lanark County Child and Youth Services Collaborative – see report for highlights
* Summer student 10 wk. 37.5 hr./wk. approved by Canada Summer Jobs – they pay min. wage – we will supplement to $16/hr.
* Website – 2 month extension for input from board – summer student will make the changes
* MCCSS personnel changes; 2021/22 levels of funding confirmed at same levels;
* Law Foundation Grant
* Bell Let’s Talk grant – discussion
* Triple P Restorative Parenting of Teens – 230 registered with 5 on wait list

  | Joellen talking to Anglican Church and YAK as well as othersEach board member will research & report backFurther discussion requiredNot submitting proposal |
| 1. **Finance** – Dave
	1. Finance Comm. Report
	2. Draft 2021/22 Budget
 | Committee would like all money raised one year for the following year in a fund rather than be on the income statement**Motion:** to accept the 2021/22 budget as presented by the Finance Committee**Agreed**: by consensus | Checking with Carole Fuller after tax seasonNote: budget will be revisited by the Finance Committee |
| 1. **Governance Committee –** Steve
	1. Report
	2. Draft Strategic Plan
	3. Nomination Subcommittee – draft TOR for approval
 | Highlights:* 10 recommendation re diversity of the board from report ‘Performance Excellence through Cognitive Diversity in the Boardroom’

Presented by Ross**Motion:** To accept the strategic plan as presented by the Governance Committee**Agreed**: by Consensus **Motion:** to accept the new TOR for the Nominations Committee as submitted by the Governance Committee**Agreed:** by consensus | Thank you card and $20 gift card to be given to community members of committee – James Higginson & Linda RushAisha and Steve to meet re membership & Chair  |
| 1. **Vision, Mission and Values** - Joellen
 | Vision, Mission and Values are often correlated with strategic plan, therefore time to rethink ours and ensure they are what we want… Discussion also took place re the name of our organization – dropping to just ‘Community Justice’ or ‘Restorative Justice’ – 3 words might be better than 2 for acronym – CJI – Community Justice Initiatives, which is the name for Waterloo | Joellen will post shared document on Google Docs & send invitationBoard members to consider for discussion at next board meetingMargo to put on April agenda for discussion |
| 1. **New Business**
 | Timing of board meetingsAfter discussion meeting time of 3:30 – 5:30 for board meetings was agreed upon by consensus |  |
| 1. **Next Meeting**
 | April 28, 2021 @ 3:30 p.m. via ZOOM |  |
| 1. **Closing Round and Adjournment**
 | Comments:* Very positive meeting
* Delighted we passed the strategic plan
* Liked the written reports – Steve’s was excellent
* Noted that we need to be restorative with ourselves

Meeting adjourned at 7:32 p.m. |  |