****

**Minutes – LCCJ Board Meeting – November 25, 2020**

**, 2020**

**Present:**  Aisha Toor, Christine Peringer, Scott Ferguson, Dave Burkett, Stephen Graham, Ross

Dickson, Joellen McHard and Margo Bell

| **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 Oct. 25, 2020   Review of Action Items   * 1. Restorative Moment | Aisha called the meeting to order at 5:02 p.m.  Everyone checked in – all doing well  Margo  Approved by consensus as presented    None  Add the word ‘Quarterly under 4b) – Quarterly Budget vs. Actuals  And add **Decision:** To accept Quarterly Budget vs. Actuals by consensus  Steve read a follow up piece from last month’s moment ‘Rules for Being Human’ |  |
| 1. **Executive Director’s Report** | Verbal report:   * LCCJ now a member of ON Youth Justice – agencies involved in youth services - .2% of budget to join, but worthwhile for the education opportunities. We will be highlighted as a new member * Tomorrow’s events = 91 participants registered for the panel discussion and 78 people for the workshop. Both events are full – in fact we oversold the workshop * Trillium grant was not successful – need fuller explanation re how organizations are affected * Working on on-line police presentation with Sheri – referral forms all updated and available on their computer * Working on an on-line survey with Microsoft forms * Considering an in-person forum due to the fact one of the youth has learning disabilities | Joellen going to reapply – has to be submitted by Dec. 9th |
| 1. **Finance** – Dave    1. Report    2. Balance Sheet at October 31, 2020    3. Profit and Loss Statement | Verbal report:   * Uneventful month – everything processed and signed off * Joellen is having a challenge sourcing computers to purchase with United Way emergency funding due to shortages attributed to Covid-19   Dave ran through document – no questions  Dave ran through the document – no questions | No finance committee meeting this month |
| 1. **Fundraising** **Report -** Christine | Written report submitted – highlights given:   * Committee to meet quarterly – down to 3 members, Christine, Joellen and Brian Peters – looking for 1 additional board member and 1 additional community member * Board was encouraged to go to the website and sponsor Joellen for this year’s event – ‘Keep the Spirit Alive’ Polar Bear Plunge   Municipal Partnerships   * Lanark County – requesting changes to 2021 – last year of 3 -year grant @ $6,000 / year * Tay Valley – received $1,000 for 2020 * Perth – we did not apply for funds this year * Lanark Highlands * Smiths Falls   Question asked whether LCCJ was participating in Giving Tuesday – we are not this year | Next scheduled meeting – Feb. 9th @ 10:30 a.m.  Joellen to request a reallocation of funding for 2021  Joellen to address Council Dec. 1 @ 5:30 p.m.  Joellen making a presentation Nov. 24th  Presentation to be scheduled  Joellen to follow up re request to be a delegation to Council  LCCJ to participate in Giving Tuesday next year and years to follow |
| 1. **Governance Committee** -   Steve   * 1. Strategic Plan | Committee has not met this month  Steve thanked the Board for attending the strategic planning session on Saturday  Work now begins in compiling information from session |  |
| 1. **HR Committee** - Margo | No policies in place regarding what was discussed at last month’s Board meeting in camera | Policies to be written and submitted to Board  Need to seek advice of an Employment Lawyer - Scott to give name of his contact to Margo |
| 1. **New Business –** LCCJ Performance Analysis 2013/14 to 2019/20 - Steve | Steve thanked the staff – Sheri and Steve created the data base; Sheri began input and Rayna completed input and did great follow-up  The Board was encouraged to review the data and highlight anything that needs to be clarified  It was noted that recidivism info was not included in this data base  Concern was expressed that there was no victim response information - this is a tool which should assist with management decisions in the future | Joellen will speak to the results @ next Board meeting  Joellen, Steve & Sheri to meet re language |
| 1. **Next Meeting** | December meeting at the call of the Chair if needed.  Next scheduled meeting January 27, 2021 @ 5:00 p.m. via ZOOM |  |
| 1. **Closing Round and Adjournment** | Consensus that it was a good meeting. If not meeting in December, this would be Scott’s last meeting – the Board thanked him for his years of service  Meeting adjourned at 7:02 p.m. |  |