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**Minutes – LCCJ Board Meeting**

**October 28, 2020**

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

Dickson, Joellen McHard and Margo Bell

**Guest:** Mark McDonald

| **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 Sept. 23, 2020

Review of Action Items* 1. Restorative Moment
 | Aisha called the meeting to order at 5:05 p.m.Everyone checked in – all doing well – lot of work in yards, putting gardens away etc.MargoApproved by consensus as presented with the addition under Finance of: Finance Report, Profit and Loss Statement and  Statement of Cash Flows NoneApproved by consensusSteve read a piece ‘Symptoms of Inner Peace’ |  |
| 1. **Executive Director’s Report**

 1. **Discussion – Staff/Volunteer Forum Leadership** - Joellen

  | Written report submitted – Joellen Highlighted Nov. 26th Restorative Justice event via Zoom with Marlee LissOral additions to the report:* Applying for $9,500 rather than $6,000 from PDCF – adding $ for case management to the Restorative Families program
* We were encouraged to apply for emergency funding from PDCF due to Covid-19

Joellen asked Dave to give update for Capstone project – Dave - students have done a literature search re Social Return on Investment (SROI) of our program. He is pleased with how it is going – students working independently but cooperatively. Need to have our ‘ducks in a row’ to have OPP run through the database for recidivism informationQuestion regarding confidentiality if available to the Board – it will be transferred to a spreadsheet with non-identifying confidential info for Board purposesJoellen & Rayna working on this – taking longer than expected.  | Joellen to send completed IRP & small grant application to the BoardJoellen applying for $26,000Stephen Graham’s name to be removed from projectRoss to be sent anonymized databaseJoellen will report to the Board when completed |
| 1. **Finance** – Dave
	1. Report
	2. Budget vs. Actuals
	3. Balance Sheet at September 30, 202
	4. Profit and Loss Statement
	5. Statement of Cash Flows
 | Written report submitted. Committee met a week agoNo irregularities, bank balance is $47,400Look good. It can now be done directly from Quick BooksQuarterly report was produced within a month of the quarter end – this will not always be possibleCongratulations from the Board for this report and look forward to each quarterly reportDave ran through the document – no questionsAs aboveAs above |  |
| 1. **Fundraising** - Christine
 | Committee has not met, but work continuesPolar Bear Plunge – normal plunge deferred to 2022:* ZOOM mtg with Dave Avery from Kabul – good brain storming session
* Alfred still @the helm & looking after details
* There will be a ‘Keep the Spirit Alive’ plunge Jan. 1 2021 with Joellen & her family plunging to keep continuity – we can get support pledges – asked all board members to make a pledge

Most service clubs not currently accepting applications, 2 may be & we are submitting applicationsTwo approaches have been made to our largest ‘30 in 30’ donors and are waiting for responsesChristine is attending a legacy Giving workshop Oct. 29thCommittee will meet shortly – date not yet determined |  |
| 1. **Governance Committee** -

Steve * 1. Strategic Plan

**Governance Committee****Cont’d.*** 1. Nomination Committee Recommendation
 | Board members have been sent the working draft of our Strategic PlanSession for board members, staff and 1 of our facilitators will take place Nov. 21, 2020 @ 9:30 a.m. via ZOOMSession to be facilitated by Kristine InrigRayna will take minutesThe session will focus on sections 3 and 4 of the working documentRecommendation that Mark MacDonald be accepted as a member of the BoardAisha spoke to 2 of his 3 references – both spoke to his commitment to his community & felt it was a good match**Decision by consensus:**  That Mark MacDonald become a member of the LCCJ Board of Directors for a 3-year term | All board members will review the plan in preparation of sessionScott will follow up with Mark and welcome him to the Board |
| 1. **HR Committee** - Margo
 | Moved in Camera @ 6:11 p.m. to consider updates to employee contracts. Moved out of camera at 6:58 p.m.  |  |
| 1. **New Business**
 | None  |  |
| 1. **Next Meeting**
 | November 25, 2020 @ 5:00 p.m. via ZOOM |  |
| 1. **Closing Round and Adjournment**
 | Consensus that it was a good meeting – we have a good range of strengths as a Board and work well togetherAll expressed appreciation to other board members for their commitment and workMeeting adjourned at 7:05 p.m. |  |