****

**Minutes – LCCJ Board Meeting**

**October 28, 2020**

**,**

**, 2020**

**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** |
| --- | --- | --- |
| 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.  Margo  Approved by consensus as presented with the addition under Finance of:  Finance Report, Profit and Loss Statement and  Statement of Cash Flows    None  Approved by consensus  Steve 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 Liss  Oral 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 information  Question regarding confidentiality if available to the Board – it will be transferred to a spreadsheet with non-identifying confidential info for Board purposes  Joellen & Rayna working on this – taking longer than expected. | Joellen to send completed IRP & small grant application to the Board  Joellen applying for $26,000  Stephen Graham’s name to be removed from project  Ross to be sent anonymized database  Joellen 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 ago  No irregularities, bank balance is $47,400  Look good. It can now be done directly from Quick Books  Quarterly report was produced within a month of the quarter end – this will not always be possible  Congratulations from the Board for this report and look forward to each quarterly report  Dave ran through the document – no questions  As above  As above |  |
| 1. **Fundraising** - Christine | Committee has not met, but work continues  Polar 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 applications  Two approaches have been made to our largest ‘30 in 30’ donors and are waiting for responses  Christine is attending a legacy Giving workshop Oct. 29th  Committee 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 Plan  Session for board members, staff and 1 of our facilitators will take place Nov. 21, 2020 @ 9:30 a.m. via ZOOM  Session to be facilitated by Kristine Inrig  Rayna will take minutes  The session will focus on sections 3 and 4 of the working document  Recommendation that Mark MacDonald be accepted as a member of the Board  Aisha 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 session  Scott 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 together  All expressed appreciation to other board members for their commitment and work  Meeting adjourned at 7:05 p.m. |  |