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**Minutes – LCCJ Board Meeting**

**September 23**

**, 2020**

**, 2020**

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

Dickson, Joellen McHard and Margo Bell

**Regrets:** Steve Brown

| **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 5:04 p.m.  Everyone checked in – all doing well – busy but good…  Margo  Approved by consensus as presented with the addition of  4 d) Nomination Committee  None  Approved by consensus  Christine told a story from the Collaborative Justice Project at the Ottawa Court House. | Facebook page for Facilitators to be created / inspirational page |
| 1. **Executive Director’s Report** | Written report submitted – gave highlights:   * **Trillium Grant** – Resilient Communities Grant * **Capstone Project** – Dave took the lead working with 3 students – bright & engaged – discussed TOR, logistics & timeline (set by the University). Key info for them would be recidivism rate. They are going to try to quantify SROI. Project is over mid December. * **IRP** – Once again looking at IRP funding through PDCF – would look at shared space for not for profits – not limiting to youth organizations. We would hire a consultant to assess the feasibility and develop a business plan – with their consultation hire a commercial real estate person to assess property(ies). The application is due October 7, 2020.   **Decision to proceed by consensus**   * United Way East – received $17,500 to be used for Adult diversion program and training for facilitators which will include staff from the youth centers who will run circles in the centers   Given verbally (not in the report):   * Sheri & Joellen met with Smiths Falls Police – moving forward by altering our referral form for them. They are going to meet quarterly * Joellen attended Fraser’s on-line ZOOM going away * Joellen attended training – Frank Cowan & Company re policy and procedures for COVID-19 | Steve Brown to run 100 clients through OPP files for reoffence – 1 – 5 years  Joellen to send copy of completed application to the Board  Joellen will send application to the Board |
| 1. **Finance Report** – Dave    1. LCCJ Management Letter 2020 Year End Allan and Partners    2. Proposed LCCJ Budget 2020 (Quarterly) Revised Oct. 16 2020 for Board Approval    3. Notes to the Revised Budget    4. LCCJ Reconciliation August 2020 | Finance Committee have addressed suggestions in letter – the board did not have any suggestions or questions  Ran through revised budget and noted that it does not include grants that are in progress  **Decision by consensus: the revised LCCJ budget 2020 (quarterly) is accepted as presented**  Dave ran through – no questions  Dave presented the reconciliation as requested by the Board – all as it should be – the Board thanked the Finance Committee and Dave |  |
| 1. **Governance Committee**     1. Strategic Plan    2. Annual Report    3. AGM    4. Nomination Committee | Board members had been sent the plan and asked for their overall input – thought we were on the right track – liked the layout  Suggestion for a doodle poll for date for our 2 hour facilitated session – board, staff & one of our facilitators to attend  Annual Report almost complete – will be finished and posted to the website in PDF format before AGM and be sent with package to participants attending the AGM  AGM – Christine and Aisha will lead the meet and greet from 6-6:30 p.m. – start with favourite memory of 20 years… Aisha will chair the meeting  Ross new chair of the subcommittee. Scott spoke to procedural issue – Past chair chairs the nomination committee | Joellen to send out doodle poll  Joellen will post in main section of website – Margo to post in Board section  Scott will remain chair with members Aisha and Ross |
| 1. **Fundraising Committee** -   Christine | Have not met over the summer  It was a difficult decision to defer the Polar Bear Plunge – everyone agreed it was the way to proceed  Christine will be approaching some of the larger donors from the 30 in 30 campaign re United Way application |  |
| 1. **New Business** | None |  |
| 1. **Next Meeting** | October 28, 2020 at 5:00 p.m. via ZOOM |  |
| 1. **Closing Round and Adjournment** | Everyone agreed it was a good meeting  Steve Graham volunteered to do the restorative moment at our next meeting  Meeting adjourned at 7:10 p.m. |  |