

**Lanark County Community Justice
Finance Committee Meeting
May 14, 2018 – 3:30 PM
LCCJ Offices – Perth**

MINUTES

Present: Sarah Bingham (Executive Director), Jennifer Greaves (Treasurer), Murray Long (Chair), Theresa Welch (Finance Coordinator)

Regrets:

1. **Call to Order:** Jennifer called the meeting to order at 3:35 PM.
2. **Approval of Agenda: 7a)** Annual General Meeting, and **7b)** Board member recruitment were added to the agenda. Agenda as modified was approved by consensus.
3. **Approval of Past Minutes:** Minutes of the April 18, 2018 Finance Committee meeting were approved by consensus.
4. **Business Arising from Past Minutes:**
 - 4.1 **CRA Source Deductions:** Contact has been made by Dennis Prince of CRA. Sarah has telephoned repeatedly over the last month with no success in making contact. She has been unable to leave a message or communicate with Dennis in any other format. Our auditor has also attempted to make contact, in addition to mailing hard correspondence addressing this matter. Sarah will connect with our Member of Parliament, Scott Reid, for assistance in furthering this matter. An estimate has been created by Theresa and our auditor and will appear as a payable on our audited financial statements.
 - 4.2 **WSIB:** Registration was submitted on May 14, 2018. A response is anticipated within 24 hours regarding status, rate and (potential) retroactive period. Theresa has estimated our premiums at \$1,700 to \$1,900 per year.
 - 4.3 **HST:** The last rebate return was submitted March 31, 2015. Returns for subsequent periods will be prepared and submitted.
5. **Annual Reporting Requirements:** All activities/reporting are being completed within timelines.
6. **Funder Updates:**
 - a) **Ministry of the Attorney General (MAG):** Reporting is up to date and no variance has been identified. The next installment of funding in the amount of \$12,200 will be received July 1, 2018. Sarah has a meeting planned with the Crown to discuss the possibility of receiving funding from their discretionary funds for the increasing amount of adult files being referred.
 - b) **United Way:** An extra \$1,500 has been received as a transportation allowance. An interim report is due June 30/18 for the Critical Impact grant. Sarah's presentation to selected United Way donors was positive.
 - c) **Ontario Trillium Foundation:** The Grow grant will be submitted by May 16/18 in the amount of \$358,000 over 3 years to fund the Building Restorative Communities program.
 - d) **Department of Justice:** Workshops, already being delivered with much success in the community, will be delivered May 27 – June 2 for Victims of Crime week.
 - e) **Other Revenue Sources:** The CARD team has reviewed the Resource Development plan, with action commencing on certain items. The team will follow up and deliver presentation requests to faith groups and civic clubs. Promotional kits are being prepared. Ellie has submitted a grant to the Inspire Foundation.
7. **Financial Statements & Planning:**

- a) **Cash Flow:** Our bank balance is \$50,946.97.
- b) **2017-2018 Budget Review:** No statements available at this time. An estimated financial position was not available given the early stages of the audit. No statements available for 2018/19 as of yet either.

8. New Business:

- a) **Annual General Meeting:** Given the limited time provided to the auditor to review and test data, and compile the audited statements, the board of directors will be asked to consider hosting the AGM in September commencing this year and moving forward. No plans or promotion have occurred to date.
- b) **Board member recruitment:** Two strong candidates have been successfully recruited, and will attend the next board meeting: Alfred von Mirbach, and Deborah Duffy.

- 9. Next Meeting:** The next meeting has been scheduled for Monday, September 17 at 3:30pm at the Lanark County Community Justice offices.

Jennifer Greaves, Treasurer

Sarah Bingham, Executive Director