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**DRAFT Minutes – LCCJ Board Meeting – January 26, 2022**

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**Present:**  Aisha Toor, Chair; Ross Dickson; David Burkett; Mark MacDonald; Carol Anne Deneka; Stephen Graham; Elsie Stresman; Marilyn Bird, and; Joellen McHard, Executive Director.

| **Agenda** | **Description** | **Action Items/Responsibility** |
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| 1. **Welcome and Preliminaries** | Aisha Toor  Aisha called the meeting to order at 5:30pm.  The agenda was adopted – add under 4d) cost of living increase.  No conflict of interest was declared.  Board Minutes of Nov 25th, 2021were accepted.  Issues arising from previous minutes - reviewed  Restorative Moment – led by Marilyn | Mark will lead the Restorative moment for the next meeting. |
| 1. **Executive Director’s Report** | Joellen McHard  Joellen presented her report.  1b) Dept of Justice Victims of Crime Week– changed date to May 15 – 21st. Funding application for Volunteer Appreciation - May 20, 2022 submitted for $4,511. We will hold a volunteer appreciation dinner & event for the support they provide to victims and survivors of crime by providing restorative justice facilitation. Dinner. Guest Speaker. Token Gift.  Trillium Foundation funding will be recognized in the Humm & Metroland Media, no event to be held, and no statement from local MPP.  Joellen brought the Board’s attention to mandatory online training for facilitators scheduled on 3 Saturdays in Jan 2022 delivered by Restorative Justice on the Rise.org. Over 50 people registered, including 3 Indigenous facilitators.  Joellen flagged a proposal to develop a play to raise awareness of Restorative Justice. A Letter of Interest, requesting $23,500 has been sent to the Catherine Donnelly Foundation. A coordinator, playwright, etc would be engaged to develop this project.  Our student Jamie-Lee will return for 5 weeks on February 15th.  McDougall Insurance has a Family Foundation Fund – Rayna is putting a few video segments together and will apply for $5K in funding. | 1. Aisha and Carol Anne to assist in organizing food for the Open House on July 7, 2022. 2. Joellen asked Board members to share our upcoming facilitator training opportunity with people who might be interested in becoming facilitators and to contact [rayna@commjustice.org](mailto:rayna@commjustice.org) to register 3. Marilyn and Stephen offered theatre contacts to Joellen if funding is approved for the development of a play. |
| 1. **Finance Report** | David Ross  Dave presented the following documents:   * Finance Committee report * Balance sheet to 3rd quarter * Profit and Loss to 3rd quarter * Cash flow to 3rd quarter * Budget variance to 3rd quarter   Dave reported a healthy cash-flow and presented a new reconciliation of fundraising revenue. Dave flagged possibility that $52K could be moved into 2022-23. Final decision on this issue would be made after the close of fiscal. | 1. Joellen confirmed that GIC must be increased by $1,500 to cover the increase in overdraft on our VISA card. To review in March. 2. Recommendation to the Board re how the 2021-22 surplus could be transferred to the 2022-23 Operating and or Endowment funds at the April 2022 Finance Meeting. |
| 1. **Human Resources** | Aisha Toor  Proposal was accepted to add a new sentence to the HR Policy and to staff contracts regarding transferring vacation days into next calendar year.  Proposal was accepted to change Staff Contracts under Nature of Position Section 4.0 to flag that staff hours may be decreased due to the operational needs and/or funding capacity of the LCCJ.  A 2.5% cost of living salary increase for staff was approved. | 1. Joellen to revise staff contracts. |
| 1. **Fund Raising Committee report** | Joellen McHard  The fundraising projected and actual budget report was provided. The fundraising committee has already met the fundraising goals for 2021/22.  Perth Polar Bear Plunge was very successful in raising the profile of the Agency in the community. Media coverage and social media profile were excellent throughout the campaign. The Plunge raised over $20K. Joellen expressed her gratitude to Alfred for all his hard work. The Board thanked Joellen for very successful event. | 1. Aisha to prepare a thank you note to Alfred. |
| 1. **Governance Committee** | Stephen Graham  No report or update this month | Elsie has joined this committee. |
| 1. **New Business** | Joellen updated the Board on the Child and Youth Services Collaborative which has developed the Anti-Black Racism Practical training. She flagged that the LCCJ should develop an organizational level Anti-Racism statement of belief as part of our Strategic Plan.  To recognize Black History Month, Board members were encouraged to develop a personal anti-racism statement, and consider adding this their automatic e-mail signature.  Joellen updated the Board on a proposal from Peggy’s House to come under the umbrella of the LCCJ for a period of time. She has been in contact with their leadership and has requested a business plan, strategic plan, board membership and what skills do they bring, financial assistance expectations from LCCJ, The board expressed wanting more information on issues such as possible liability to LCCJ, clarification on their expectations of our role, profiles of their Board members, work load implications on LCCJ staff and Finance Chair, etc. The Board is open to hearing more on this potential relationship.  The Holiday party has been cancelled due to Public Health measures. An open house is being planned for July 7, 2022 which is also our anniversary date. | 1. HR Committee – tasked with developing the Anti-Racism statement of belief by May 2022.   Joellen will update the Board as discussion with Peggy’s House continue and they submita formal proposal. |
| 1. **Next Meeting** | Next Board meeting – February 23, 2022 5:30pm |  |
| 1. **Closing Round and Adjournment** | Aisha adjourned the meeting at 7:24 pm. |  |

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Aisha Toor, Chair Carol Anne Deneka, Secretary