

Minutes – LCCJ Board Meeting – April 24, 2018

Present: Murray Long, Scott Ferguson, Jennifer Greaves, Brian Peters, Linda Rush, Shannon Forsythe and Margo Bell

Regrets: Sarah Bingham

Agenda	Description	Action Items
<p>1) Welcome and Preliminaries</p> <p>a. Check-in and Welcome</p> <p>b. Minute taker</p> <p>c. Review and Adoption of Agenda (motion)</p> <p>d. Declaration of Conflict of Interest</p> <p>e. Approve Minutes of March 27, 2018 Board Meeting (motion)</p> <p>f. Business arising from past minutes</p> <p>(a) Insurance Renewal</p> <p>(b) Follow-up from Scott Re Liberal Convention</p>	<p>Murray welcomed – everyone busy</p> <p>Margo Bell</p> <p>Motion: To adopt the agenda with additions: 6 (a) VIVA Lanark Coordinator Report and 10 (b) Performance Review for ED Moved: Scott Seconded: Linda Motion Carried</p> <p>None Declared</p> <p>Motion: Accept Minutes of March 27, 2018 Moved: Brian Seconded: Linda Motion Carried</p> <p>Recommendation from Finance Committee that all insurance other than Cyber be purchased</p> <ul style="list-style-type: none"> - Restorative Justice made the final 15 priorities - Local EDA may have a fundraiser for LCCJ as they are interested in fundraising for community 	<p>All insurance other than Cyber insurance to be purchased Cyber Insurance to be evaluated by Governance Committee – Murray offered his assistance</p>
<p>2) Restorative Moment</p>	<p>Shannon had not yet arrived at meeting – Brian read a book “Have you Filled a Bucket Today?” A Guide to Daily Happiness for Kids and explained how it was used in the schools</p>	
<p>3) Executive Director’s Report</p>	<p>Written report submitted – Sarah not in attendance for highlights</p>	<p>Murray to ask for clarification regarding salaries in Resource Development Plan</p>
<p>4) Program Coordinator’s Report</p>	<p>Chart submitted</p>	<p>Request for written report re programs from Sherri moving forward</p>
<p>5) Community Animator’s Report</p>	<p>Written report submitted</p>	

Agenda	Description	Action Items
6) Community Coordinator's Report (a) VIVA Lanark Coordinator Report	Written report submitted Written report submitted	
7) BSW Student Placement Report	Written report submitted	
8) Committee Updates: (a) Governance (Scott) (b) Human Resources (Linda) (i) Hours of Work (ii) Paid Holidays (iii) Vacation (c) BE STRONG Team (Sarah) (d) CARD Team (Sarah)	No report Motion: To approve the Policy Hours of Work as presented Moved: Linda Seconded: Brian Motion Carried Amendments: Subject to read "Paid Public Holidays"; Procedure to read "The paid public holidays..." and last point to read "... and the days unaccounted for by Statutory Holidays will be additional paid holidays." Motion: To approve the Policy Paid Holidays as amended Moved: Linda Seconded: Jennifer Motion Carried Motion: To approve the Policy Vacation as presented Moved: Linda Seconded: Shannon Motion Carried No update No update	Meeting to be scheduled within the next 2 weeks
9) Finance (a) Report & Minutes from Comm. Mtg. of April 18, 2018 (Jennifer) (b) Policy Review 3.0	Minutes not on Portal Motion: To approve Policy Level of Reserves as presented Moved: Jennifer Seconded: Brian Motion Carried	Sarah to post minutes Sarah & Theresa to contract WSIB by the end of May to ensure registration requirements are being met Request that HST credit become a priority for Theresa
10) New Business (a) Resource Development Plan	Deferred	
11) Closing a) Board Meeting b) Closing Round c) Adjournment	Next Board Meeting will be May 22, 2018 Reminder the AGM is June 12 th All felt the meeting went well Meeting adjourned at 7:28 p.m.	Location: 10D FCSSLG