

**Lanark County Community Justice Program  
Board Meeting Minutes  
December 18th, 2018**

**Present:** Scott Ferguson, Aisha Toor, Jennifer Greaves, Alfred Von Mirbach, Brian Peters, Linda Rush, Teresa DuBois, Murray Long, Margo Bell, Sarah Bingham (ED)

**Absent:** Francis Wooby,

**Minute Taker:** Alfred Von Mirbach

**1. Welcome and Preliminaries**

**Motion:** To adopt the agenda as written

Moved: Linda Rush

Seconded: Brian Peters

**Carried**

Margo noted that items that are not yet posted on line with the board package should not be bold and underlined in the agenda

**Declaration of Conflict of Interest:** none declared

**Motion:** To accept minutes of November 27th, 2018, with deletion of the end of the second paragraph on the third page

Moved: Margo Bell

Seconded: Aisha Toor

**Carried**

ACTION ITEM: Alfred Von Mirbach to email Sarah the amended minutes.

**Business Arising**

Business arising from the October meeting had been deferred and given the crucial issues that board needs to tackle at this meeting, it was decided to use the January board meeting to deal with all outstanding business arising issues from the October and November Board meetings, as a way of getting caught up.

**2. Restorative Moment**

Murray Long relayed what he had heard from his wife Peggy related to a circle that happened at a school in Carleton Place earlier in the day. It was a particularly powerful and positive circle for all participants, and included giving empty dollar store notebooks to each student to start Gratitude Journals in.

**3. Executive Director's Report**

Sarah has been focusing all of her efforts on dealing with the financial crisis, and that, combined with her being off for a week and having some health issues since getting back meant no written report.

There has been further delay with the processing of the 19K DOJ payment, related to a missing signature, but Sarah hopes to resolve that and have the payment by the end of this week. She is also looking at other options, including help from United Way, if that does not come through in time for payroll on December 26<sup>th</sup>, as there currently is not enough money to cover that payroll.

Her meeting with a prospective benefactor had to be deferred because of personal issues, but she is currently working to re-schedule that.

She mentioned that the PDFC grant came in for the full 15K asked more, which is 10K more than we had anticipated or budgeted for. It will go towards the family reconnect, adult court diversion and restorative parenting programs. She has now finished the United Way grant, upping the amount to around 25K, although that would be for the next fiscal year.

Meeting with Sam got deferred because of a personal issue, hoping to reschedule

She encouraged everyone to attend the “Christmas” Potluck on Jan 22<sup>nd</sup> which Sheri had emailed people about earlier, as it will also be the farewell for Elle and Andrew.

#### **4. Court Diversion Program Coordinator's Report**

Sheri did not have time to the report, but did provide the basic stats, and they look good. MAG staff attended a recent quarterly meeting of coordinators, which allowed them to get some direct feedback on key issues and concerns. Sheri also continues to work with getting all relevant OPP up to speed on the diversion program and process, in part through early morning platoon visits. There is still no word on getting funding for adult referrals.

#### **5. BE STRONG Community Animator's Report**

Andrew's report was included with the board package. It noted that some circles are carrying on after the formal end of the program, through volunteers, in a number of schools and other locations. Andrew and others continue to brainstorm on creative ways of getting at least some funds to help these circle carry on. In some cases, some older students are helping to keep circles going, as part of their required volunteer hours.

#### **6. VIVA Report**

There was no report, as Tracy has been dealing with some health concerns. Sarah mentioned that one of the potential partners, Core Youth Services, looked like it not be a good fit for the program at this time, though they might well be able to participate in some components of the program.

#### **7. Committee Updates:**

##### *7.1 Governance Committee (Margo)*

ACTION ITEM: Murray will make sure to circulate the report on moving to a consensus model, for discussion at the next meeting.

The board supported the strategic planning process, involving Christine Perringer, that had been brought forward to the last meeting. Margo and the committee will continue to move ahead on that process, as outlined in that report.

A report on a policy review processes will be brought forward to the January meeting.

Margo Bell suggested that the Governance Committee take the consolidation of the Board Evaluation forms off Sarah's plate, and that offer was gratefully accepted. She encouraged all Board Members, including the new members, to make sure they get their evaluations in, or at least some input based on a review of the evaluation matrix.

### *7.2 Human Resources Committee (Linda)*

The Human Resources Committee has not met since the last board meeting, in part because of the need to focus on other more crucial issues.

Linda Rush offered to move over to Finance Committee, and Brian Peters offered to come onto the Human Resources Committee, although he mentioned that he will be away for the next two months.

### *7.3 CARD Team (Alfred)*

Alfred Von Mirbach gave a quick update. He encouraged everyone to respond to the email sent out a week ago asking board members to send Sarah names of people she might contact, together with brief annotations related to that contact and your relationship with them.

A second priority of the team include developing a catalogue of tangible things people to direct their donations towards (e.g. \$XXX will support a series of circles for one term in one school). Margo Bell, encouraged those items to be somewhat generic in nature, at least for smaller dollar value items, so that we would not have to provide accurate and detailed tracking for how each donation was actually spent.

Another priority identified was to look at working with PDFC on some sort of Impact Giving Fair sometime in 2019, where people would learn about new and creative ways to provide financial support, such as endowments, stock donations, directed life insurance, etc. Alfred will start the ball rolling by meeting with Lynn McIntyre and some local professionals who have done similar events in the past. Margo Bell also suggested that it might be worthwhile to do a presentations to lawyers in the catchment area – CAS had done something similar in the past, and she will see if she can find some files on that. It was noted that this would not provide immediate results, but should be seen as an investment of time and resources with potential for big, down-the-road payoff,

At some point, CARD will revisit with the board the idea of a Board driven fundraising initiative, but right now the feeling was that energies need to focus on immediate needs.

## **8. Finance**

A number of board members expressed grave concerns regarding the ongoing lack of timely reporting. In this case, it was explained as the result of Sarah being away on vacation for a week, the busy time of year, data entry issues, documentation issues, and the Finance Committee only being able to meet immediately before this meeting. Options were discussed, including Finance Committee members getting more actively involved.

It was noted that the projected budget deficit was down to around 9K, largely as a result of staff cutbacks just implemented. With 10K more coming in from PDFC than budgeted, it looks like the deficit is likely now eliminated. One suggestion option to trim costs further was to terminate WSIB payments.

**Motion:** Staff will notify WSIB that we will terminate our participation in that program effective December 31, 2018.  
**Moved:** Linda Rush  
**Seconded:** Aisha Toor  
**Carried**

Murray Long and Aisha Toor left the meeting at 7:25 and the Board went in camera at that time, inviting Sarah Bingham to stay on.

The Board came out of the in camera session at 7:50.

It was proposed that board meetings move to the last Tuesday in the month, to give more time for staff to enter data, and the Finance Committee to meet and prepare reports and spreadsheets.

**ACTION ITEM:** Sarah Bingham will email all board members regarding meeting date changes based on the above.

#### **10. New Business**

none

**The next Board Meeting will be Tuesday January 29<sup>th</sup> at 5:30 pm at the LCCJ boardroom.**