**Minutes – LCCJ Board Meeting – February 27, 2018**

**Present:** Murray Long, Scott Ferguson, Jennifer Greaves, Brian Peters, Sarah Bingham and Margo Bell

**Regrets:** Linda Rush Note: Shannon Forsyth joined by phone

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| **Agenda** | **Description** | **Action Items** |
| **1)** Welcome and Preliminaries 1. Check-in and Welcome
2. Minute taker
3. Review and Adoption of Agenda **(motion)**
4. Declaration of Conflict of Interest
5. Approve Minutes of Feb. 6, 2018 Board Meeting **(motion)**
6. Business arising from past minutes
 | Done by MurrayMargo BellMotion: To adopt the agenda as presented Moved: Brian Seconded: Scott **Motion Carried**None DeclaredMotion: Accept Minutes of Feb. 6 Meeting with changesMoved: Jennifer Seconded: Margo **Approved as amended**None | Changes: Delete Brian Peters from Present list and correct spelling for Sheri |
| 1. Megan Schooley, Insurance Coverage
 | Presentation made with opportunity for questions | Megan will send all the information from the presentation to Sarah – will be available for Board members |
| 1. Restorative Moment
 | Margo – Piece written by Gavin Gardiner and posted on Facebook February 12, 2018 | Margo will attach to the minutes and send to Sarah for distribution |
| 1. Executive Director **Report**
 | Written report submitted – highlights* Good response from qualified applicants for the VIVA position. Linda will attend interviews with Sarah and Murray offered his services
* Initial presentations for Restorative Parenting and Family Reconnect Program well received. Cornerstone has opted out. Funding not yet confirmed but confident it will be by end of March or early April
* MAG reduced Court Diversion funding by $4,795 – no changes to program as a result
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| 1. Program Coordinator’s **Report**
 | Written report submitted - New format for report was well received | Murray made suggestions to the tables submitted – Sarah will take to Sheri |
| **Agenda** | **Description** | **Action Items** |
| 1. Community Animator’s **Report**
 | Written updates submitted – highlights* Still in transition at secondary level
* Number of student engagements to date approx. 9506, 3800 of those high level, weekly engagements
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| 1. Community Coordinator’s **Report**
 | Written report submitted – highlights* Participation in Cyber Town Hall meetings
* Progress with Community Engagement
* LCCJ team raised $960 for Big Brothers, Big Sisters at bowling fundraiser
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| 1. Committee Updates

(a) Governance Committee (Scott)(b) Human Resources Committee (Linda)(c) BE STRONG Team (Sarah)  (d) CARD Team (Sarah)  | No report – not met since last Board meetingLinda not present – committee has not met since last Board meetingHandbook shown to the Board – now in distributionNo report – team did not meet since last Board meeting |  |
| 1. Finance

(a) Report (Jennifer)(b) Policy Review – defer(c) **Review of 2017-18 budget** | No report – not met since last Board meetingWritten review submitted. Things look in order and in good shape - an additional $5,000 to be received from United Way Ottawa to be added to revenueCRA may turn out to be a $13,000 credit – not yet confirmed – Theresa and Carole Fuller continue to deal with CRA | Sarah to have draft budget to Finance Committee and then to Board for March meeting |
| 1. New Business

(a) Community Navigator Program(b) Youth Collective Impact Initiative on Youth Homelessness(c) **Board Evaluation Tools** | Decision made that the position not be housed with LCCJ, but Sarah will be supportiveLCCJ will be co-hosting a youth conference May 16 & 17, 2018 | Sarah will give the Board the tools in June |
| **Agenda** | **Description** | **Action Items** |
| 1. Closing
	1. Board Meeting
	2. Closing Round
	3. Adjournment
 | Next Board Meeting is March 27, 2018 Family and Children’s Services – 10DBoard members felt the meeting went well – pleased that we are able to cover all the material within our 2 hour scheduled meetingMeeting adjourned at 7:15 p.m. |  |