**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 Murray  Margo Bell  Motion: To adopt the agenda as presented  Moved: Brian Seconded: Scott  **Motion Carried**  None Declared  Motion: Accept Minutes of Feb. 6 Meeting with changes  Moved: 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 |  |
| 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 |
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| 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 |  |
| 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 |  |
| 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 meeting  Linda not present – committee has not met since last Board meeting  Handbook shown to the Board – now in distribution  No 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 meeting  Written 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 revenue  CRA 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 supportive  LCCJ 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 – 10D  Board members felt the meeting went well – pleased that we are able to cover all the material within our 2 hour scheduled meeting  Meeting adjourned at 7:15 p.m. |  |