**Minutes – LCCJ Board Meeting – February 6, 2018**

**Present:** Murray Long, Jennifer Greaves, Brian Peters, Linda Rush, Sarah Bingham and Margo Bell

**Regrets:** Scott Ferguson, Shannon Forsyth and Brian Peters

|  |  |  |
| --- | --- | --- |
| **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 Sept. 26, 2017 Board Meeting **(motion)** 6. Business arising from past minutes | Done by Murray  Margo Bell  Motion: To adopt the agenda as presented  Moved: Linda Seconded: Jennifer **Motion Carried**  None Declared  Motion: Accept Minutes of Sept. 26th 2017 Meeting  Moved: Jennifer Seconded: Linda **Motion Carried**  Meaghan Schooley to attend February 27th Board meeting |  |
| 1. Restorative Moment | Murray – Opinion Section of the Globe & Mail – December 23, 2017 regarding Social Justice vocabulary | Murray to send copy to Sarah to be attached to minutes |
| 1. Executive Director’s **Report** | Report submitted – highlighted adjustments in the BE STRONG program   * Day long training session held to further educate volunteers and enhance their facilitations skills   LCCJ joined 2 of the working groups in the Youth Collective Impact initiative (addressing youth homelessness) – Case Management & Prevention and Outreach | Asked the Board to visit the shared folder on Google Docs  Link found on Sarah’s written report |
| 1. Program Coordinator’s **Report** | Written report submitted – highlights:   * Recently involved in resolving a number of adult neighbourly disputes * Number of youth cases over all is lower than previous years, but more time consuming | Sherri would like to see some sort of programming involving couples and relationship building (youth in particular) |
| 1. Community Animator’s **Report** | Written report submitted – highlights:   * Currently 4 volunteers – in the process of recruiting * 3 team leads are not considered volunteers due to honorarium |  |
| **Agenda** | **Description** | **Action Items** |
| 1. Community Coordinator’s **Report** | Written updates submitted   * Content for Building Restorative Communities workshops is fully developed – public launch in the next few weeks |  |
| 1. Committee Updates:   a. Governance - Scott  b. Human Resources - Linda  c. BE STRONG - Sara  d. CARD - Sarah | Presented by Sarah - Scott not in attendance:   * Minutes to be available soon * Will now meet quarterly * Working on Murray’s draft of Consensus Decision Making   Linda has been ‘out of commission’ – have not met  Work continues with the Employee Handbook and Policies  OTF (Ontario Trillium Foundation) is agreeable to redirection of funds  Cheryl has stepped down from the Board   * Murray presented a sample ‘leave behind’ – well received – a few suggestions from Board members | Sarah will send a full report  Chair for the committee to be chosen |
| 1. Finance:   a. Report - Jennifer  b. Receive Minutes of Jan. 15th  c. Policy Review:  3.07 Cash Handling  3.08 Third Party Fundraising  3.09 Level of Reserves | No report due to corrupted files – now fixed  Looking into WSIB situation  Clarified new bank balance 74,419  Motion: To approve Financial Policies 3.07 & 3.08 as presented  Moved: Jennifer Seconded: Linda  **Motion Carried** | Policy 3.09 requires further discussion |
| 1. New Business   a. Community Navigator  b. Youth Collective Impact Initiative on Youth Homelessness | Request received that LCCJ consider housing this position   * currently with the Carleton Place Food Bank * Seed grant (OTF) ends March 31, 2018 * Position currently 20 hours/week   LCCJ sitting on 2 working groups – we are working on 3 pieces:   * Family reunification under Sherri’s program * Youth conferences – prevention and outreach * Gap services – 10 days to find house for homeless youth – what to do for the 10 days… | More fulsome discussion required regarding fit with our mandate  Sarah to talk to current Steering Committee and get further information  Sarah will produce graphs for us |
| **Agenda** | **Description** | **Action Items** |
| 1. New Business cont’d.   c. Change the World Grant  d. Board Evaluation Tools | Has been approved - $46,500   * LCCJ will be the funnel organization done through the Planning Committee * 13 months beginning Feb. 2018 * Citizenship and Immigration money regarding youth volunteer and engagement   Deferred | Sarah to send the Board a copy of the funding agreement and post in the Board section of the website |
| 1. Closing:    1. Next Board Meeting    2. Closing Round/Meeting Evaluation    3. Adjournment | Tuesday, February 27 @ 5:30 p.m. at FCSLLG Room 10D  Overall view that things are progressing well with programs and staff  7:45 p.m. |  |