**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

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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 Sept. 26, 2017 Board Meeting **(motion)**
6. Business arising from past minutes
 | Done by MurrayMargo BellMotion: To adopt the agenda as presented Moved: Linda Seconded: Jennifer **Motion Carried**None DeclaredMotion: 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 DocsLink 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
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| **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
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| 1. Committee Updates:

a. Governance - Scottb. Human Resources - Lindac. BE STRONG - Sarad. 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 metWork continues with the Employee Handbook and PoliciesOTF (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 reportChair for the committee to be chosen |
| 1. Finance:

a. Report - Jenniferb. 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 fixedLooking into WSIB situationClarified new bank balance 74,419Motion: To approve Financial Policies 3.07 & 3.08 as presentedMoved: Jennifer Seconded: Linda**Motion Carried** | Policy 3.09 requires further discussion |
| 1. New Business

a. Community Navigatorb. 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 mandateSarah to talk to current Steering Committee and get further informationSarah will produce graphs for us |
| **Agenda** | **Description** | **Action Items** |
| 1. New Business cont’d.

c. Change the World Grantd. 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 10DOverall view that things are progressing well with programs and staff 7:45 p.m. |  |