

**Lanark County Community Justice Program
Special Board Meeting Minutes
January 10th, 2019 3:00 pm**

Present: Scott Ferguson, Aisha Toor, Jennifer Greaves, Alfred Von Mirbach, Teresa DuBois, Murray Long, Margo Bell, Brian Peters (via Skype), Sarah Bingham (ED – arrived at 4 pm)

Absent: Linda Rush

Minute Taker: Alfred Von Mirbach

1. Welcome and Preliminaries

Motion: To adopt the agenda as written

Moved: Jennifer Greaves

Seconded: Margo Bell

Carried

Declaration of Conflict of Interest: none declared

2. Board Update

Scott mentioned that Francis Wooby has given his resignation from the Board.

Motion: That the Chair provide a formal thank you on behalf of the board to Francis for his contributions to the Board.

Moved: Margo Bell

Seconded: Aisha Toor

Carried

3. Postponing of Strategic Planning Process

Given the current crisis, Scott suggested that the bulk of the strategic planning process be delayed until the current situation is resolved and new ED is hired and in place. Margo suggested some initial foundational work could be done by the HR committee (working with Christine Peringer and Sarah Bingham) so we can hit the ground running once a new ED is in place.

4. Executive Director's Resignation

There was extensive discussion regarding Sarah's resignation and process for finding a replacement. A hiring committee was proposed.

Motion: That a hiring committee for a new ED be struck, consisting of Scott Ferguson, Margo Bell, Murray Long and invited participation as needed and appropriate of Christine Peringer and Sarah Bingham, and Sheri Halladay.

Moved: Aisha Toor

Seconded: Jennifer Greaves

Carried

ACTION ITEM: Murray to send Scott the ED handbook that Beth Peterkin had prepared before she left.

Initial discussions focused on a process to replace Sarah, but discussions then turned to the budget and what we could afford. Given that it appears that there is not currently enough guaranteed income to fund even a 3 day a week ED, discussions broadened to consider a wider range of options, including possible interim/bridge solutions. Much time was spent on the “chicken and egg” of needing good, well paid ED to aggressively fundraise, write grants and build a strong donor base, so that we have funds to pay for that ED. Board members felt that it would be very hard, in good conscience to offer a position to someone without knowing we had the funds to cover it. Issues with contracting for a professional fundraiser on speculation were also discussed at length.

Two main next steps were identified. Firstly, Sarah will set up a meeting with the bookkeeper and Jennifer Greaves, on or before Tuesday January 15th, and come up with a clearer picture income and expenses for 2019. On the income side, this should include a clear delineation of guaranteed and likely (in income). On the expense side, there should be a clear delineation between what we absolutely need to expend in order to run the core court diversion program (Sheri's time, rent, care expenses), and other “optional” expenses. That will hopefully give us a picture of how much money is available to carry out the functions that need to be carried out to keep LCCJ going, including meeting the programming requirements for United Way and PDCF grants.

Secondly, the hiring committee will work (with Christine and Sarah) at coming up with a list of tasks that someone other than Sheri would have to take on, with rough estimates of time needed for each. Again, this should delineate between the absolutely necessary tasks, and other needed but not essential short term tasks.

The hiring committee can then look at what has to be done, and what funds we have to carry out those tasks. They, with input as relevant from the full Board, can then look at what the most appropriate and viable options are. Maybe we can hire a part time ED as a staff position. Maybe we can advertise for one or more people to carry out specific tasks, on more of an interim/bridge consulting contract basis. Maybe some of the functions could be taken on, again on an interim/bridge basis, by Board members, or LCCJ facilitators, friends, supporters, or volunteers.

The next Board Meeting will be Tuesday January 29th at 5:30 pm at the LCCJ boardroom.