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

**Present:** Murray Long, Scott Ferguson, Brian Peters, Linda Rush, Sarah Bingham and Margo Bell

**Regrets:** Jennifer Greaves Absent: Shannon Forsythe

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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   (a) Cyber Insurance | Done by Murray  Margo Bell  Motion: To adopt the agenda with addition of 9) (b) Federal Liberal Convention – Restorative Justice  Moved: Linda Seconded: Scott  **Motion Carried**  None Declared  Motion: Accept Minutes of Feb. 27 Meeting with changes – Action Item 3rd point in ED report highlights  Moved: Scott Seconded: Brian **Approved as amended**  Discussion deferred to April meeting. Suggest documents go to Governance Committee for recommendation to the Board | Note: Minutes from Finance Committee not available as shown on Agenda – budget material distributed at meeting |
| 1. **Restorative Moment** | None – Shannon scheduled – not at meeting |  |
| 1. **Executive Director’s** **Report** | Written report submitted – highlights   * Rina Poulos hired as VIVA Lanark County Project Coordinator * Pleased that there will be full time admin support April to end of August – Francis * Excited about co-hosting the youth conference May 16 & 17 – we will supply 6-8 volunteers to assist – 1 per table. Sarah is facilitating the first exercise |  |
| 1. **Program Coordinator’s** **Report** | Written report submitted |  |
| 1. **Community Animator’s** **Report** | Written report submitted |  |
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| 1. **Community Coordinator’s Report** | Written report submitted |  |
| 1. **Committee Updates:**   (a) Governance (Scott)  (b) Human Resources (Linda)  (c) BE STRONG Team (Sarah)  (d) CARD Team (Sarah | No report   * Currently have drafts for 3 policies – Hours of work, Paid Holidays and Vacation – some tweaking to be done and will come to the Board for approval for April meeting * Next policy to be drafted – File Management * Also working on Sick Leave and Personal Leave   Covered in Andrew’s report  No report - have not met | Regrouping – will meet with Rina in approx. 3 weeks |
| 1. **Finance**   (a) Report (Jennifer) and Minutes  from Committee meeting,  March 26th  (b) Policy Review  (c) Review of 2017-18 budget  and 2018-19 Proposed  Budget | No report – Jennifer not at Board meeting  Minutes – not available  Deferred  Papers distributed and Sarah ran through the figures  Motion: To adopt the Budget for 2018-19 as presented  Moved: Brian Seconded: Linda  **Motion Carried** | Will be included in next Board package |
| 1. **New Business**   (a) Preview new website  (b) Federal Liberal Convention in  Halifax – Restorative Justice  Item on agenda | Sarah ran through the new website   * response was very positive from all * looks clean and crisp – resource rich * finding information and moving from page to page very intuitive * job very well done…   If Restorative Justice item makes the agenda Scott will have 5 minutes to speak at the conference in Halifax. Points raised   * push beyond youth * a policy Federally might help with disparity between provinces * currently only provincial funding – recalculate to include federal funding | Sarah will notify the Board members when the new website goes live  Board members are asked to send Scott any speaking points that would be of assistance… |
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| 1. **Closing**    1. Board Meeting    2. Closing Round – Meeting   Evaluation  c) Adjournment | Next Board Meeting will be April 24, 2018 in  10D at FCSLLG  Everyone felt the meeting had gone well  Accolades for the new website  Very pleased with the clarity of the Budget proposed and approved  Meeting adjourned at 7:20 p.m. |  |
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