**Minutes – LCCJ Board Meeting – May 22, 2018**

**Present:**  Scott Ferguson, Jennifer Greaves, Brian Peters, Linda Rush, Shannon Forsythe (by phone) Sarah Bingham Alfred Von Mirbach (Board Candidate) and Margo Bell

**Regrets:** Murray Long

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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 March 27, 2018 Board Meeting **(motion)** 6. Business arising from past minutes | Scott welcomed everyone with special thanks to Alfred Von Mirbach for attending as a Board Candidate  Margo Bell  **Motion:** To adopt the agenda with additions: VIVA Lanark Coordinator Report as #8  Moved: Linda Seconded: Jennifer  **Motion Carried**  None Declared  **Motion:** Accept Minutes of March 27, 2018  Moved: Linda Seconded: Jennifer  **Motion Carried**  none |  |
| 1. **Restorative Moment** | Shannon scheduled for restorative moment – not available, Sarah talked about restorative parenting – woman from Newfoundland | Sarah’s comments to be attached to minutes |
| **3) Executive Director’s Report** | Written report submitted  Sarah highlighted that she is not confident re Trillium grant due to previous grants, but confident we can find money elsewhere such as Law Society and Laidlaw Foundation  Sarah also asked Board members to take note of June Board and Staff Retreat Day @ Aruma – third week of June | Sarah to look into Trillium funding priorities |
| 1. **Program Coordinator’s** **Report** | Written report and chart submitted |  |
| 1. **Community Animator’s** **Report** | Written report submitted |  |
| 1. **Community Coordinator’s**   **Report** | Written report submitted |  |
| **7) BSW Student Placement Report** | Written report submitted |  |
| **Agenda** | **Description** | **Action Items** |
| **8) Project Coordinator’s Report** | Written report submitted |  |
| 1. **Committee Updates:**   (a) Governance Committee  (i) Nominations  (b) Human Resources  (c) BE STRONG  (d) CARD | Met April 26, 2018   * Will be a day set aside for Strategic plan in the Fall * Work continues on Policies * Questionnaires for Board evaluation will be circulated end of June * Cyber insurance – work is progressing   Alfred Von Mirbach name to stand at AGM  Deborah Duffy wants to volunteer before taking on a Board position – considering being trained as a Facilitator  Note: there is space for another Board member  Work continues with Policies – next four (4) will be: Client Visits, Work Related Crisis Incident, Employee Records and File Retention  Program in good shape – new schools added to program  Funding to end January 30th – next block 3 years  Sarah confident funding will be found  Have regrouped and are using the Resource Development Plan list of 24 groups to target in the next year | Laurie, Reena  and Ellen to work on Blog |
| 1. **Finance** | Minutes – highlighted CRA - Sarah received a letter from Dennis Prince May 22  WSIB – submitted May 14th and should have an answer in a couple of days  HST is on Theresa’s priority list  Elle submitted $10,000 grant from Inspire |  |
| 1. **New Business**    1. AGM | **Motion**: Move the Annual General Meeting (AGM) to September from June  Moved: Linda Seconded: Margo  **Motion Carried** | Sarah will send out Doodle poll for dates in September for AGM |
| 1. **Closing** 2. Next Board Meeting 3. Closing Round 4. Adjournment | Meeting went well  Meeting adjourned at 7:10 p.m. | Sarah will send Doodle Poll  For June and Sept. meeting |