**Minutes – LCCJ Board Meeting – November 28, 2017**

**Present:** Murray Long, Scott Ferguson, Shannon Forsythe, Jennifer Greaves, Brian Peters, Linda Rush, Sarah Bingham and Margo Bell **Regrets:** Cheryl O’Connor

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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 Oct. 24, 2017 Board Meeting **(motion)** 6. Business arising from past minutes | Done by Murray  Margo Bell  Add to agenda: 8) (d) Insurance coverage  Delete 7)(d) (iii) Key Messages  Motion: Adopt Agenda as amended  Moved: Scott Seconded: Shannon  **Motion Carried**  None Declared  Motion: Accept Minutes of Oct. 24,2017 Meeting  Moved: Brian Seconded: Linda  **Motion Carried**  None | Theresa was unable to attend meeting – will attend January meeting (action item last month) |
| 1. Restorative Moment | Done by Linda re Reconciliation and Indigenous Rights |  |
| 1. Executive Director’s **Report** | Submitted – discussion highlighted Risk Assessment – information from the Symposium | Sarah and Sheri will start work on this early 2018 in conjunction with our Facilitators  Shannon offered her assistance |
| 1. Program Coordinator’s **Report** | No report – just numbers - Sarah noted that she is not worried about the numbers  We are seeing a bit of a jump in adult referrals re housing |  |
| 1. Community Animator’s **Report** | Submitted   * Currently recruiting young adult/adult volunteers |  |
| 1. Community Coordinator’s **Report** | Submitted   * Curriculum and Workshop are designed and ready for critique * Handouts and surveys prepared | Sarah to ask Elle to give a presentation to the Board |
| 1. Committee Updates:   a. Governance (Scott)  b. Human Resources (Linda)  (i) **Pay Grid/Scale**  (ii) **Health and Safety Policy**  c. BE STRONG Team (Brian/Sarah)    d. CARD Team (Sarah/Cheryl)  (i) **Minutes**  (ii) **Terms of Reference** | Have not met  Discussion regarding the length of time between increments  Motion: To approve the submitted Pay Grid as amended  Moved: Scott Seconded: Jennifer  **Motion Carried**  Deferred  Sarah expressed some concern regarding the skill set of some volunteers in Circles  Skill set for teachers going well  Submitted  Motion to approve the Terms of Reference as submitted  Moved: Shannon Seconded: Linda  **Motion Carried** | Will work on improving skill set of volunteers in circles |
| 1. Finance:   a. Report (Jennifer)  b. Receive **Minutes** of Nov. 22  c. Policy Review:  3.04 **Signing Authority**  3.05 **Financial Reporting to the**  **Board**  3.06 **Retention of Records**  d. Insurance Coverage | * Interim report is in the works * OTF will come to the Board * 2018 budgeting will be a standing agenda item @ their meetings   Received  Motion: To approve the three (3) Financial Policies as presented  Moved: Jennifer Seconded: Brian  **Motion Carried**  Cyber Insurance Discussion document presented | Meaghan Schooley to give presentation to the Board  Further discussion required |
| 1. New Business   a. Restorative Growth in our community (Shannon) | Suggestions:  Circles for participants with disabilities  For youth – student facilitators that can step out of the room at certain points as done with family forums |  |
| 1. Closing:    1. Next Board Meeting    2. Closing Round/Meeting Evaluation    3. Adjournment | Tuesday, January 23, 2018 @ 5:30 p.m.  Feeling around the table that the meeting was productive – everyone came prepared  7:15 p.m. | 2018 meetings back at FCSLLG room 10D |