**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 MurrayMargo BellAdd to agenda: 8) (d) Insurance coverageDelete 7)(d) (iii) Key MessagesMotion: Adopt Agenda as amended Moved: Scott Seconded: Shannon **Motion Carried**None DeclaredMotion: 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 FacilitatorsShannon 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 incrementsMotion: To approve the submitted Pay Grid as amended Moved: Scott Seconded: Jennifer **Motion Carried**DeferredSarah expressed some concern regarding the skill set of some volunteers in Circles Skill set for teachers going well SubmittedMotion to approve the Terms of Reference as submittedMoved: 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

ReceivedMotion: To approve the three (3) Financial Policies as presentedMoved: Jennifer Seconded: Brian**Motion Carried**Cyber Insurance Discussion document presented | Meaghan Schooley to give presentation to the BoardFurther discussion required |
| 1. New Business

a. Restorative Growth in our community (Shannon) | Suggestions:Circles for participants with disabilitiesFor 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 prepared7:15 p.m.  | 2018 meetings back at FCSLLG room 10D |