**Minutes – LCCJ Board Meeting – October 24, 2017**

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

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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 Sept. 26, 2017 Board Meeting **(motion)** 6. Business arising from past minutes | Done by Murray  Margo Bell  Under New Business add 9 a) National Symposium and b) Bill 148 – Information Only  Motion: Adopt Agenda as amended  Moved: Linda Seconded: Scott **Motion Carried**  None Declared  Correct spelling for Elle Halladay  Motion: Accept Minutes of Sept. 26, 2017 Meeting  Moved: Jennifer Seconded: Scott **Motion Carried**  None |  |
| 1. Restorative Moment | Brian Peters regarding Jury Duty – hand out given |  |
| 1. Executive Director’s **Report** | No highlights – written report as submitted  Discussion re allocation of ED work time   * Snapshot given * What can we do to allow more time for community relationships? * Time allocated to finance being alleviated by Theresa * CARD team should assist with Advocacy piece | Murray asked that Sarah pass along that the Board feels Theresa is doing a great job |
| 1. Program Coordinator’s **Report** | Written report submitted – highlights:   * 27 youth referrals – target is 48 for funding * Police poster looks good – should assist |  |
| 1. Community Animator’s **Report** | Written report submitted – highlights:   * Going to do another call for volunteers – needs a few more * Volunteer training to take place Dec. 2nd, 9-4 – location to TBD |  |
| 1. Community Coordinator’s **Report** | Written updates submitted   * Currently doing research * Targets and Action Plan |  |
| 1. Committee Updates:   a. Governance  b. Human Resources  c. BE STRONG  d. CARD | Scott – have not met – had to reschedule meeting  Linda  Motion: To approve the Performance Review Policy as submitted  Moved: Linda Seconded: Scott **Motion Carried**   * Pay grid – draft pay range has been established * 5 step program process   Brian/Sarah   * Advisory – Elle will support * Have not met – decided that they do not need to meet monthly, perhaps quarterly   Cheryl – 8 people on the committee  First meeting went well | Request from Murray for the HR Committee to create a policy regarding HR records |
| 1. Finance:   a. Report  b. Receive Minutes Of Oct. 16th  c. Policy Review:  3.01 Electronic Banking  3.02 Expense Reimbursement  3.03 Spending Limits and  Purchasing | Jennifer – written report submitted  Things progressing with CRA  Note change to minutes – MAG Q2 is not over budget as reported  Motion: To approve the three (3) Financial Policies as amended  Moved: Linda Seconded: Cheryl  **Motion Carried** | Murray requested the financials for the November meeting.  Theresa will attend that meeting |
| 1. New Business | National Symposium – Margo unable to attend Tuesday – Cheryl will attend  Bill 148 – not much impact to LCCJ   * change to minimum wage * 10 days personal leave – first 2 days paid * passed second reading – final vote in December and to be effective January 2018 | Go on line for list of available workshops and let Sarah know which workshops you would like to attend |
| 1. Closing:    1. Next Board Meeting    2. Closing Round/Meeting Evaluation    3. Adjournment | Tuesday, November 28, 2017 @ 5:30 p.m.  Overall view that things are progressing well with programs and staff – very positive |  |