**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 MurrayMargo BellUnder New Business add 9 a) National Symposium and b) Bill 148 – Information OnlyMotion: Adopt Agenda as amended Moved: Linda Seconded: Scott **Motion Carried**None DeclaredCorrect spelling for Elle HalladayMotion: 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 submittedDiscussion 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
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| 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
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| 1. Community Coordinator’s **Report**
 | Written updates submitted* Currently doing research
* Targets and Action Plan
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| 1. Committee Updates:

a. Governanceb. Human Resourcesc. BE STRONG d. CARD | Scott – have not met – had to reschedule meetingLinda 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 committeeFirst meeting went well | Request from Murray for the HR Committee to create a policy regarding HR records |
| 1. Finance:

a. Reportb. 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 submittedThings progressing with CRANote change to minutes – MAG Q2 is not over budget as reportedMotion: 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 attendBill 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 |  |