

## **LCCJ Board Meeting Minutes October 16th, 2018**

**Present:** Scott Ferguson, Aisha Toor, Jennifer Greaves, Alfred Von Mirbach, Margo Bell, Brian Peters, Linda Rush, Theresa DuBois, Murray Long, Francis Wooby,

**Absent:** Sarah Bingham (ED),

**Minute Taker:** Alfred Von Mirbach

### **1. Welcome and Preliminaries**

**Motion:** To adopt the agenda as written.

Moved: Aisha Toor

Seconded: Linda Rush

**Carried**

**Declaration of Conflict of Interest:** none declared

**Motion:** To accept minutes of September 25, 2018, with the addition of adding Scott Ferguson to the Human Resources Committee

Moved: Margo Bell

Seconded: Linda Rush

**Carried**

### **Business Arising**

*Board Fundraising Initiative:*

To be discussed after the Finance Committee report, so it has concept.

### **2. Restorative Moment – Brian**

Brian told the story of a teacher who lost her keys a number of years ago. It turns out three students took the keys as a practical joke and threw them away. Brian led a restorative approach intervention, with great learnings all around - for the teacher, the kids, their parents, Brian and other participants.

### **3. Executive Director's Report**

Board members had reviewed the report and had no substantive questions or comments.

### **4. Court Diversion Program Coordinator's Report**

Margo asked for a little more substance or explanation in the reports, so Board members have a better understanding of issues. Murray said he would talk to Sheri about expanding the chart a bit so that totals for youth and adults would be tracked cumulatively, possibly using google sheets to they can be shared. Perhaps having staff take turns attending board meetings will help.

**ACTION** – Sarah to talk with Sheri about adding a bit more substance to her monthly report, and to follow through with the previously mentioned suggestion of having one staff member (rotating) attend and be able to present and answer questions at each board meeting

**ACTION** – Murray to follow up with Sheri to make minor changes to the excel tracking form – for instance showing cumulative totals for youth and adults.

## **5. BE STRONG Community Animator's Report**

No substantive questions or comments. It was noted that the Be Strong program is winding down at the end of January, 2019

## **6. Building Restorative Communities Coordinator's Report**

No substantive questions of comments.

## **7. VIVA Report**

No substantive questions of comments. The Board would like some clarification on what groups have signed on, and how many others they are still hoping to have come on board.

ACTION – Sarah or Tracy to provide clarification at the next board meeting on which groups are actively involved

## **8. Committee Updates:**

### *8.1 Governance Committee (Scott)*

Governances hopes to meet sometime in the next week – Scott will circulate possible dates.

ACTION – Scott to follow up with the rest of the committee on possible dates for next meeting.

ACTION – The governance committee will consider the WSIB issue at their next meeting.

### *8.2 Human Resources Committee (Linda)*

The Human Resources Committee is also having trouble finding a time to meet, but suggested 4:00 before the next board meeting at Sarah's office, if that works out, given the symposium.

ACTION - .Sarah and Linda to confirm if the proposed 4:00 on November 20<sup>th</sup> would work.

### *8.3 CARD Team (Sarah)*

With Sarah absent, no discussion took place, but the Board felt it would be good for Sarah to put out a poll for possible meeting dates and get the committee meeting.

ACTION – Sarah to send out a poll for possible CARD Team meeting dates/times.

## **9. Finance**

### *9.1 Report (Jennifer)*

Finance met yesterday, hence no minutes yet. There is definitely a cash flow issue, and we will be in a crisis situation in two weeks if nothing major happens between now and then, in part because delays with respect to the VIVA program overdue payment, tied up by the provincial government's putting all program funding on hold while it does a line by line analysis. Sarah is following up with the government representative.

Jennifer also informed the board that apparently the Law Society somehow did not get, or process, the big multi-year grant Sarah submitted. Sarah is looking into what happened, with her paper trail, and to

see if there is any emergency funding we might be able to access from them.

Sarah is also looking at possible donors who might be able to provide some emergency funds. Sarah was also going to approach United Way to see if they might be able to help out in any way. Scott thought that Sarah also had an application ready to the Perth And District Community Foundation.

## 9.2 *Budget Update*

Jennifer just saw the budget report today, and is still not getting all of the data she needs to be able to speak to how we are with respect to budget.

ACTION - Jennifer will follow up with Sarah to ensure she does get the data she needs when she needs it.

Board Fundraising – Margo suggested that given the current financial crisis, we need to focus on corporate fundraising now, and look at event fundraising once we are through this crisis. The board offered to support Sarah and LCCJP in any and all ways, including members making themselves available to come along with Sarah when making any pitches, and even helping out with day to day activities so that Sarah can focus on resolving funding hold-ups and getting funding from donors or agencies.

ACTION – Scott has a contact at Tweed, and will follow up with than contact, working with Sarah.

ACTION – Jennifer offered to follow up with Randy Hillier's office regarding the held up VIVA funding

ACTION – Jennifer offered to follow up with a contact she has with Shopify, regarding funding.

Governance will consider the issue of WSIB

## 10. **New Business**

### 10.1 *Restorative Justice Symposium Nov 20th*

If we are going to postpone it, given the current financial crisis, we should make a decision sooner rather than later. The board will support Sarah if she decides to postpone it.

## 11. **Closing**

Next Board Meeting: Tuesday November 20<sup>th</sup>, 5:30 – 7:30  
at The Factory, 40 Sunset Blvd, Entrance B40, Board Room